Job Purpose
To support children and young people to achieve their potential by providing support to overcome barriers to learning across the curriculum.

1. Duties and Responsibilities
You will support the development of the Inclusion team to best meet the needs of our students so they can achieve their potential by providing support to overcome barriers to learning across the curriculum. You will be based in our Inclusion Faculty as part of a team. You will mainly work with individuals or groups of students who have specific learning needs or have fallen behind in their literacy, numeracy or other basic skills. This will also require supporting students with their skills development to enable them to achieve their potential. You will work closely with the teaching staff to develop and deliver support.

2. Principal Responsibilities
   a. Organising, managing and planning literacy interventions to support SEND and underachieving students.
   b. Organising, managing and planning SEMH interventions to support targeted students and working alongside an Educational Psychologist.
   c. Supporting students, by working closely with the teaching staff to plan and deliver catch up work.
   d. Developing the skills and aptitudes of students who struggle to access the full National Curriculum through academic mentoring, support and short targeted interventions, helping to manage and monitor students on that provision.
   e. Meeting regularly with the designated line manager to report on the progress of identified students, within the academy’s agreed monitoring and tracking procedures.
   f. Supporting the operation of the academy’s after school intervention activities and clubs.
   g. Meeting with designated students to review their progress and mentor them towards achieving their goals and feeding back the outcomes of these meetings to tutors and pastoral leaders in relevant planning and assessment activities.

3. General Responsibilities
   • To keep detailed records of any interventions and support offered.
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- To undertake training as appropriate and attend staff development days in accordance with hours worked.
- To support and promote the values and positive ethos of the academy and wider community.
- Evaluate and develop own contribution to the faculty.

4. Specific Responsibilities

To liaise with all relevant staff, to identify and target students who are underachieving and ensure student’s needs are met by appropriate interventions.

- Duties and Responsibilities

To ensure the organisation and implementation of all interventions is managed efficiently, including communication with all relevant parties, i.e. Form Tutors, Teaching Staff, Parents etc.

To support the SENCO when appropriate ensuring paperwork, reviews etc. are completed.

- Principal Responsibilities

To be responsible for the data management for all interventions, enabling impact and progress reports to be readily available.

Supervision:

Supervising Officer(s): Assistant Headteacher of Faculty/ Director of Learning Support.

Essential:

- Knowledge and experience of SEN code of practice and related procedures and paperwork.
- Experience working with students with diagnosed difficulties, SALT, ASD, ADHD etc.
- Support staff are expected to take a half hour lunch break in line with the academy and to keep an accurate record of hours worked.
- The post holder will be subject to satisfactory Advanced Disclosure and Barring Service. (DBS) clearance.