

Job Description and Person Specification

Job details

Job title: Learning Support and SEND Practitioner

Grade: LS04

Reports to: SENDCO

Responsible for: n/a.

Directorate and Service area: Adult Learning Service, Public Health

Purpose of the job

To provide support and guidance to learners demonstrating a need for intervention as well as any specific special educational needs and disabilities (SEND) to achieve their academic and personal goals.

To work closely with teaching staff and other professionals to provide individualised support and ensure that all students have equal access to education and opportunities for success.

Support the teaching teams with the management of behaviour and the development of social and emotional skills.

Input into formal support strategies and assessments including documenting individual learner plans and working with external partners to demonstrate support needs required/met.

Principal responsibilities

1. Provide one-to-one and small group support to learners with support requirements and SEND, both in the classroom and in other learning environments.
2. Support students in managing their behaviour and developing social and emotional skills, promoting positive relationships and interactions.
3. Provide individualised support for students with specific support needs, ensuring dignity, respect, and confidentiality at all times.
4. Assist in the use of assistive technology and specialist resources to support students with specific learning difficulties or disabilities.
5. Prepare and adapt learning materials and resources to make them accessible to students with different needs and preferences.
6. Work collaboratively with teaching staff, SENCO, and other professionals to implement support plans and strategies for students with support requirements and SEND.
7. Maintain accurate records and documentation of interventions, assessments, and progress, ensuring compliance with data protection and confidentiality regulations.

8. Support the inclusion of students with support requirements and SEND in all aspects of study with the ALS, including extracurricular activities and social events.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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Special features of the post

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Relevant qualification in education, special educational needs, or a related field, or a willingness to achieve in a specified period. E.g. Lv3 Diploma in Supporting Teaching and Learning Evidence of recently undertaken professional development and subsequent practical application and impact. Hold a Level 2 qualification in English and Maths, or willingness to work towards. Hold a Level 2 qualification in ICT or equivalent, or willingness to work towards.	Recognised qualification in Learning Disabilities or Challenging Behaviour (NVQ/QCF Level 3 or higher), or equivalent experience.
Experience and Knowledge	Knowledge of key current curriculum developments within FE and in particular additional learning support. Experience and understanding of good practice of supporting learners with additional learning needs. Proven ability and experience to work in an educational setting with students with learning difficulties and/or disabilities, preferably in a Post 16 environment. Experience of supporting safeguarding processes within an educational setting. Experience and understanding of the issues related to Additional Learning Support.	Experienced in working with students with EHCPs, inputting into Annual Reviews and completing EHCP consultations. Experienced in delivering engaging and interactive support and training sessions for staff and students.

Attributes	Essential criteria	Desirable criteria
	Experienced in establishing effective working relationships at all levels and with external agencies.	
Ability and Skills	Knowledge of different learning needs and disabilities, as well as strategies for supporting students with diverse needs. Able to write concise reports, support plans, annual reviews and keep up to date records. Strong organisational skills with an ability to manage a varied workload and meet deadlines. Excellent literacy, numeracy and ICT skills with the ability to use a variety of computer packages. Excellent communication skills including the ability to give and receive information / advice effectively to a wide range of audiences. Proven ability to analyse difficult situations, identify / recommend constructive solutions and implement them effectively. Can demonstrate a commitment to safeguarding and PREVENT duty Able to communicate clearly and professionally in English, verbally and in writing.	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Ability to travel freely as operationally required between locations in North and West Northamptonshire. This role may involve occasional evening or weekend work to support extracurricular activities or events.	