



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

**Job title:** Learning Support and SEND Practitioner

**Grade:** LS04

**Reports to:** SENDCO

**Responsible for:**

**Location:** Varied Locations/Vulcan Works, Northampton

**Directorate and Service area:** Adult Learning Services

### **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 students with support requirements and SEND, both in the classroom and in other learning environments.
2. Assist students with completing tasks, understanding instructions, and accessing learning materials, adapting support strategies as necessary to meet individual needs.
3. Support students in managing their behaviour and developing social and emotional skills, promoting positive relationships and interactions.
4. Provide individualised support for students with specific support needs, ensuring dignity, respect, and confidentiality at all times.
5. Assist in the use of assistive technology and specialist resources to support students with specific learning difficulties or disabilities.
6. Prepare and adapt learning materials and resources to make them accessible to students with different needs and preferences.
7. Work collaboratively with teaching staff, SENCO, and other professionals to implement support plans and strategies for students with support requirements and SEND.
8. Communicate effectively with students, parents, and external agencies, providing regular updates on progress and any concerns or issues that arise.
9. Observe and monitor the progress of students with support requirements or SEND, providing feedback to teaching staff and contributing to the review and evaluation of support plans.
10. Maintain accurate records and documentation of interventions, assessments, and progress, ensuring compliance with data protection and confidentiality regulations.
11. Support the inclusion of students with support requirements and SEND in all aspects of study with the ALS, including extracurricular activities and social events.
12. Promote a culture of equality, diversity, and respect, challenging discrimination and advocating for the rights of all students.
13. support the identification and assessment of students with SEND, ensuring that appropriate screening and assessment tools are utilised.
14. Work closely with teaching staff and external agencies to gather relevant information and assessments to inform support plans.
15. Liaise with curriculum staff to develop and review Individual Learning Plans (ILPs) and support plans for students with SEND, ensuring that they are tailored to meet the individual needs of each student.
16. To support the assessment of access arrangements for exams using Normal Ways of Working (NWOW) processes completed by learners/teaching staff. Provide suitable exam access arrangements as directed.
17. To ensure the access arrangements for exams are managed in line with Awarding Body expectations.
18. To support on contact with parents/ schools to arrange information sharing when an Educational Health and Care Plan (EHCP) has been identified.
19. Provide advice, guidance, and support to students with SEND to help them overcome barriers to learning and achieve their full potential.

20. Ensure all learner records are kept in accordance with Local Authority and statutory guidelines ensuring compliance with data protection and confidentiality regulations.
21. To attend all key promotion events
22. To support the service commitment to Safeguarding providing support and guidance to others within the service.

### **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.

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.

### **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	<p>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</p> <p>Evidence of recently undertaken professional development and subsequent practical application and impact.</p> <p>Hold a Level 2 qualification in English and Maths, or willingness to work towards.</p> <p>Hold a Level 2 qualification in ICT or equivalent, or willingness to work towards.</p>	<p>Recognised qualification in Learning Disabilities or Challenging Behaviour (NVQ/QCF Level 3 or higher), or equivalent experience.</p>
Experience and Knowledge	<p>Knowledge of key current curriculum developments within FE and in particular additional learning support.</p> <p>Experience and understanding of good practice of supporting learners with additional learning needs.</p> <p>Proven ability and experience to work in an educational setting with students with learning difficulties and/or disabilities, preferably in a Post 16 environment.</p> <p>Experience of supporting safeguarding processes within an educational setting.</p> <p>Experience and understanding of the issues related to Additional Learning Support.</p> <p>Experienced in establishing effective working relationships at all levels and with external agencies</p>	<p>Experienced in working with students with EHCPs, inputting into Annual Reviews and completing EHCP consultations.</p> <p>Experienced in delivering engaging and interactive support and training sessions for staff and students.</p>
Ability and Skills	<p>Knowledge of different learning needs and disabilities, as well as strategies for supporting students with diverse needs.</p>	

Attributes	Essential criteria	Desirable criteria
	<p>Able to write concise reports, support plans, annual reviews and keep up to date records.</p> <p>Strong organisational skills with an ability to manage a varied workload and meet deadlines.</p> <p>Excellent literacy, numeracy and ICT skills with the ability to use a variety of computer packages.</p> <p>Excellent communication skills including the ability to give and receive information / advice effectively to a wide range of audiences.</p> <p>Proven ability to analyse difficult situations, identify / recommend constructive solutions and implement them effectively.</p> <p>Can demonstrate a commitment to safeguarding and PREVENT duty</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		