



**North East
Learning Trust**

SEN Support Officer
The Academy at Shotton Hall
Applicant information pack

SEN Support Officer
Permanent
Required as soon as possible.
37 hours per week
Term Time plus 5 additional days
Grade 3 SCP7 – SCP11
£25584 - £27269 per annum FTE
Actual Salary £22676 - £23550 per annum

The Academy at Shotton Hall is a part of the North East Learning Trust, and we are seeking to appoint a SEN Support Officer to join our dedicated team.

The Academy at Shotton Hall truly is a unique place to learn. We are proud of our warm and happy atmosphere with high expectations and a clear focus on achievement. Our students consistently reach the highest standards and year-on-year we are placed consistently amongst the top performing schools in County Durham with students exceeding their targets.

We are looking for an enthusiastic and committed member of staff to join our team in providing high quality learning support and guidance to our students. A key part of this role is to challenge, motivate and inspire young people to achieve their potential and help them overcome any barriers to learning.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We will offer you:

- National Terms and Conditions of Employment
- Local Government Pension (for support staff) Scheme –
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will:

- Hold An NVQ Level 3 qualification (or equivalent) or experience in relevant discipline.
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline: 21ST January 2025

Interviews taking place week commencing Week commencing 27TH January 2025



**How to apply:**

Application packs can be downloaded from our website.

Application forms should be returned to Rebecca.elliott@shottonhallacademy.co.uk or by post to Rebecca Elliott, Assistant Support Services Manager The Academy at Shotton Hall, Passfield Way, Peterlee, SR8 1AU. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Post title: SEN Support Officer
Responsible to: SENCO
Responsible for: To provide day to day SEN Administration support
Salary Band: Grade 3 SCP7-11

Job Purpose:

To provide administrative support for pupils, teachers, SENCO and school to raise achievement for pupils

Duties and Responsibilities:

- All department filing. Department photocopying and internal and external post.
- Completion of allergy list liaise with catering staff to ensure they know who the child is and their allergies.
- Attend and participate in regular meetings-staff meeting, T&L forum, department meetings (also distribute minutes for department meetings).
- Participate in performance management cycle for support staff.
- Read and scribe for student in KS4 exams and KS3/KS4 internal assessments.
- Take care of visitors to ensure a smooth running of meetings and appointment in diary e.g collecting visitors from reception and students from lessons.
- Invitation letters and teacher feedback sheets for annual reviews.
- Typing- as appropriate for the department
- Ordering and maintaining stock for the department
- School census- SEND information
- Maintaining SEND and IN register alongside information recorded on SIMS. Regular updating of this information. Removal and addition of students on the register as appropriate.
- setting up new start files for September SEND and IN intake. Maintaining all files for pupil on register and students who have recently left in Year 11.
- Ensure all students have a current SEN Support Plan and that it is updated termly.
- Completing the general administration for access arrangements.
- Organise meetings with parents via letter or telephone calls.
- Organise dyslexia and dyscalculia screeners
- Lunchtime duties
- Writing and composing medical care plans.
- Monitoring and updating of SEN target sheets
- Distribution of SEND/Medical cards/Lift passes.
- Any other reasonable requests from the Headteacher offline manager.
- Liaising with KS5 Providers
- To promote and support the development of literacy, numeracy and social skills through the planning and delivery of intervention within the Learning Hub.
- To support the organisation of whole school intervention and to ensure the maintenance of records relating to interventions are kept up to date including evidence the impact of these interventions.
- To Support homework club and ensure the support is available to students within the extended school day.
- To liaise with external agencies as appropriate.



General

- You will attend any training courses relevant to the post, ensuring continual personal and professional development.
- You will present yourself as a role model to pupils in speech, dress, behaviour and attitude
- You will be expected to maintain complete confidentiality of all information, data and material to which you have access to.

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The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person Specification SEN Support Officer

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Level 3 qualification in appropriate area • Excellent literacy and numeracy skills • First Aid certificate (or willingness to undertake) 	
Experience	<ul style="list-style-type: none"> • Experience of working with secondary age children in/out of the classroom 	
Aptitude and skills	<ul style="list-style-type: none"> • Ability to use learning technologies. • Ability to work within recognised policies and procedures. • Ability to work independently. • Ability to plan work to support students' learning needs 	
Personal qualities	<ul style="list-style-type: none"> • Willingness to learn • Ability to work under pressure • Enthusiastic • Resilient • Good communicator 	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.



Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.