

# Stewards Academy



## Job Description

**Position: SEND Lead Support Worker**

**Line Manager: Head of SEND and Inclusion**

**Performance Management Reviewer: Head of SEND and Inclusion**

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### Key responsibilities

- To carry a caseload of students with additional needs.
- To build strong relationships with students and their parent /carers
- To plan provision for the students on caseload
- To hold One Planning review meetings for students on caseload.

### General responsibilities

- Managing SEN Support students (Years 7 to 11). This is dependent on numbers each year, may go up or down slightly year to year, but not significantly. This will include One Planning. You will oversee their provision as lead for that child. This will include liaison with their class co-educator, parents and outside agencies.
- Support class co-educator (Yrs. 7 to 11) to trouble shoot difficulties with SEN support students
- Cascade any issues or difficulties to the Head of SEND
- Hold and run One planning meetings 3 times a year for each student on your caseload.
- Implement SENCo advice as appropriate including strategy, systems and individual programmes.
- Work in partnership with the Head of SEND and SENCo to ensure that a model of support evolves where your students are well known to you, and you develop interactive ways of building relationships.
- Responsibility for linked paperwork for your students from Years 7 to 11. This will include some in class observations of the individual students to inform meetings.
- Ensure One Plans and Access plans for your students are up to date.

**In addition to the above areas, the postholder is responsible for the following actions:**

- Liaise with the SENCo to ensure that your students have a current and valid risk assessment for on-site and for off-site trips.
- To support the SEND Lead (exams) to ensure that access arrangements are properly in place during the GCSE exam series.
- To support the SEND Lead (exams) to allocate laptops for high literacy demand to students as their usual way of working
- Teach SEND support students to use Read Aloud Technology as appropriate.
- To support and work in partnership with the Head of SEND and SENDCo in any reasonable way as the development of the roles evolves.
- To follow a timetable of in class support as directed by the SENDCo

**Whole School**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**Well-Being and Mental Health**

As a member of staff at Stewards Academy, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organizations (e.g. Mind), which have been proven to improve and sustain positive mental health and wellbeing for children and adults.
- Developing knowledge and awareness of how children's mental health can impact on their wellbeing and development.
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking).
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others.
- Tackling and challenging any stigma regarding mental health and offering support, kindness and understanding to others in need.

In addition to the above areas, the postholder is responsible for the following actions:

**Liaising with** line manager, relevant support staff, subject staff, pastoral staff, LA staff, parents/carers and outside agencies, as and when required.

### **Health and Safety**

1. To assist with the carrying out of risk assessments.
2. To ensure that Health and Safety policies and procedures are followed.

### **Other specific duties**

1. To play an active part in the life of the school community

***The job description is current at the date shown, but, in consultation with you, may be changed the Headteacher to reflect or anticipate changes in the job commensurate with the grade and the job title.***

**Stephen Drew  
Headteacher  
September 2024**

Stewards Academy and Governing Body are committed to safeguarding and promoting the welfare of young people. All staff and volunteers are expected to share this view and follow recommended safe practices in all aspects of their work.

**STEWARDS IS A NON-SMOKING SITE**