

Red Oak Primary School



The Active Learning Trust

ACTIVE LEARNERS • ACTIVE LEADERS • ACTIVE CITIZENS

SEND Support Worker Application Pack



June 2024

Letter from the Headteacher

Thank you for your interest in the post of SEND Support Worker at Red Oak Primary School. At Red Oak our ethos radiates through our school, we have a calm environment rich with inclusion, nurture and aspiration. We aim to ensure our children achieve as well as children throughout Suffolk and nationally. It is our mission to continue to develop learning within our local community, to raise aspirations and enable all learners to fulfil their potential, whilst on the journey to become an Outstanding school.

Red Oak Primary School is part of the Active Learning Trust which means we are a part of a wider network of supportive local schools. There are 19 schools in total over three geographical areas. The North Suffolk Hub of schools (5 local schools in South Lowestoft and 2 in Beccles), Ipswich Hub and Cambridgeshire hubs. Together we engage in regular school-to-school improvement networks, leadership development and CPD opportunities.

Being part of the Active Learning Trust enables our school to work collaboratively, not only with the Trust, to improve the outcomes for all our children, but in partnership with mums, dads and carers and the local community.

The Local Governing Body and the Active Learning Trust share our ambition that every child will transfer from Red Oak having been expertly taught, as well as confident and skilled to maximise the benefits and opportunities offered in their next stage in learning in secondary education.

Once again, thank you for your interest, I wish you every success and I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink that reads "HMadsen".

Heather Madsen
Headteacher

**Job Advertisement -
SEND Support Worker
Red Oak Primary School**

Hours of work: Monday – Friday, 16 hours per week – 38 weeks per year

Salary: ALT Grade E

£25,383.00 - £26,409.00 (FTE) £9,178.25 - £9,549.24 (per annum)

Hourly Rate of Pay: £13.16 to £13.69

Required to start in September 2024

We are looking to appoint a SEND Support Worker to work within our school. The right candidate will be excited by the buzz of learning and will also have a strong commitment to ensuring our children have the very best learning provision.

We are looking for a candidate who:

- Is passionate about ensuring all children are supported to do their best
- Has very good numeracy and literacy skills
- Has experience of working with children across the primary curriculum, including children with social, emotional and mental health needs
- Forms positive relationships with children, parents and staff
- Is reflective and always seeking to improve outcomes for children
- Is passionate about making learning irresistible for children
- Can maintain confidentiality and have a high level of professionalism
- Is committed to improve their own practice

We can offer you:

- Wonderful and talented children who want to learn and do their very best
- A child centred ethos which achieves outstanding standards of behaviour for learning, attainment and care
- A professional, welcoming and supportive staff with high expectations
- An excellent working environment
- Commitment to opportunities for training and professional development

Training will be provided where necessary.

All applications are to be submitted via My New Term using the following link:
<https://mynewterm.com/jobs/140573/EDV-2024-ROPS-16332>

Should you require further information please contact the school office:
office@redoakprimary.org

Closing date for applications: 07/07/2024

Interviews: TBC

Red Oak Primary School and the Active Learning Trust are committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All appointments will be subject to the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture in our recruitment. We only accept applications submitted online via MyNewTerm, our chosen applicant tracking system, and which are completed before the closing deadline. Active Learning Trust reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

Our Vision at Red Oak

We believe that all children who join our school deserve the best and our aim is to help them succeed by reaching their potential academically, socially, personally, physically and spiritually. The staff, governors and Active Learning Trust are working to make sure that by the time pupils leave us:

1. They know what it feels like to be good at something & have achieved their very best.
2. They will love learning new things & want to keep on learning more.
3. They will understand just how incredible they are, develop self-belief and have confidence in their abilities.
4. They will have grown healthy and strong and understand how to look after their body including their mind.
5. They will have known friendship and how to get along with other people, including how to solve conflicts.
6. They will feel part of their local community and be proud of Red Oak.
7. They will know how to keep safe, take calculated risks and know where to get support and help when needed.

Our school logo is 'Where Learning is Living', this is at the heart of all we do. We believe our children should gain an interest in a range of subjects and develop their general knowledge. We want all those who become part of our school community, whether a child or an adult, to feel valued, happy, respected and to recognise their role in continuing to make our school 'Outstanding'. This is why we are committed to ensuring we have a school that promotes equality and diversity, addresses unacceptable behaviour or bullying of all kinds, and actively embraces all races, religions, genders, sexual orientation and identity.

Active Learning Trust

The Active Learning Trust brings together experienced and successful practitioners who share a collective belief in the effectiveness of school improvement, the primacy of performance management and the potential of new technology to enhance learning. The Trust has the strong moral purpose of enabling schools to deliver high levels of achievement for all pupils, regardless of socio-economic circumstances, family situation or ethnic background. The Trust will secure and sustain improvement in schools by providing leadership and support through academy sponsorship, by working with governing bodies to strengthen their leadership and strategic delivery and through contracted work with school leaders and their teams.



Red Oak Primary

JOB DESCRIPTION

POST TITLE: SEND Support Worker

- **Main purpose**
- To provide administrative support to the SENDCo in relation to the day-to-day operation and co-ordination of specific provision to support individual pupils with SEN or a disability.
- To provide professional guidance to colleagues under the direction of the SENDCO as appropriate, working closely with staff, parents and other agencies.
- To deliver intervention groups for pupils with SEND.
- **Duties and responsibilities**
- **SEND policy and provision**
- To have a clear understanding of the SEND Code of Practice and the Local Offer from Suffolk County Council
- To have a clear understanding of and contribute to the Federation SEND Policy, Federation SEND Information Report and Federation Accessibility Plan.
- Maintain up-to-date knowledge of national and local initiatives that may affect the Trust's policy and practice
- **Support for the SENDCO**
- Provide administrative support in SEND meetings as requested
- Keep accurate notes and SEND review documents to ensure all records are up to date and accurate (Edukey Provision Map)
- Support the SENDCo to review the education, health and care plan (EHCP) with parents or carers and the pupil including the preparation of relevant documents for ECHCP applications, Annual Reviews, HTN funding and referrals to other agencies.
- Support the SENDCO with ADPR process
- In collaboration with the SENDCO, maintain an accurate SEND register and provision map
- Administer initial screening assessments
- Complete administration of pupil referrals to a range of agencies
- Coordinate visits, appointments, reports with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
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- **Support for pupils and families with SEN or a disability**
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- Communicate regularly with parents and carers and communicate information with the SENDCo
- Communicate information regularly to parents and carers
- Lead intervention groups for pupils with SEND
- Coordinate provision that meets the pupil's needs, and monitor its effectiveness

- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the academy community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability
- **Generic Responsibilities of all Active Learning Trust Employees**
- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.

Name:

Date:

Signed:

PERSON SPECIFICATION

SEND Support Worker

E = Essential D = Desirable

	E	D
Qualifications and training		
GCSE Grade C or 4 or above, or equivalent, in English and Maths	x	
Degree		x
Experience		
Previous experience delivering interventions to SEND pupils	x	
Previous experience working in a school setting	x	
Previous experience of making referrals to and working in partnership with a range of multi-agency organisations		x
Skills and knowledge		
Sound knowledge of the SEND Code of Practice		x
Understanding of what makes effective intervention strategies	x	
Ability to plan and evaluate interventions	x	
Effective communication and interpersonal skills	x	
Ability to build effective working relationships	x	
Good record-keeping skills	x	
Personal qualities		
Commitment to uphold the 7 principles of public life (the Nolan principles) at all times	x	
Commitment to maintaining confidentiality at all times	x	
Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school	x	
Ability to work under pressure and prioritise effectively	x	
Equal opportunities		
Commitment to inclusion, equality and diversity	x	
Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	x	
Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people	x	

Name:

Date:

Signed:

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

Applicants for this public-facing post will need to demonstrate the ability to converse and provide effective help or advice, fluently in spoken and written English

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HINTS AND TIPS

To ensure your application is considered for the role please follow these simple steps:

- Use the person specification to write your application. Consider using the headings and give examples where possible.
- Check for punctuation and grammatical errors
- Ensure your first referee is from your current/most recent employer. (If you are employed within a school, ensure you have listed your Headteacher as your first referee)
- All gaps in employment history must be explained. (This should start from the date you left high school, including the summer holiday)