

Job Description: SENCo

Function:	SODEXO JUSTICE SERVICES – HMP Bronzefield
Job:	Special Educational Needs coordinator (SENCo)
Position:	Team Leader
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Education Manager
Additional reporting line to:	Head of Learning and Skills
Position location:	HMP BRONZEFIELD

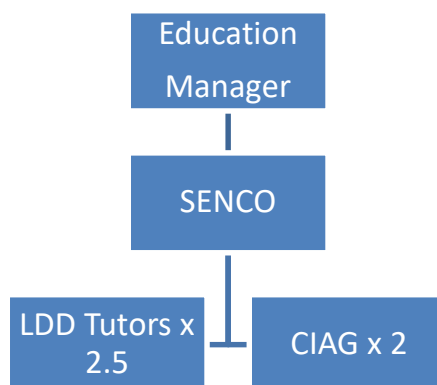
1. Purpose of the Job – State concisely the aim of the job.

- Implement a method of LDD assessment for all prisoners entering custody, identifying their needs
- Provide dedicated neurodiversity support for residents to increase their engagement with the regime and become aware of relevant coping strategies on offer
- Plan, develop, implement, and evaluate activities and appropriate support for residents
- Inform on the prisons Self Harm Strategy and Complex Case review meetings
- Provide appropriate support for residents located in Healthcare and on the EOS programme
- Increase prisoners' integration into the community and reduce re-offending through the CIAG team

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region	Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc	
		Net income growth:	tbc							
		Cash conversion:	tbc							
Characteristics ■ Add point										

3. Organisation chart – Indicate schematically the position of the job within the Organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Ensure the supervision of residents in terms of Special Educational Needs
- Be an active member of the Complex Case Reviews and Safer Custody strategy
- Be compliant with all paperwork requests within the Department and wider prison context
- Establish a rapport with residents to encourage them to take progressive steps in their education and rehabilitation.
- Depth of understanding with regards the protected characteristics and the wider Diversity & Inclusion strategy

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Work effectively and efficiently with the Head of Learning & Skills and Education Manager to produce innovative and effective SENCO support
- Work closely with the EOS Manager and Complex Case Manager to make an informed approach to a resident's progression, motivate change and manage risk, whilst identifying any correlation between disruptive behaviour and LDD needs.
- Liaising with the Wellbeing team, where relevant, including but not limited to occasions when residents exhibit a need for wellbeing support alongside LDD support, and whole-prison wellbeing initiatives
- To provide professional leadership for the Learning Support department that secures its success and improvement.
- Lead the CIAG team to provide adequate support during Induction and during a resident's time in custody
- Work directly with the Employment Hub to ensure the CIAG team feed the right information through to meet the needs of the prisoners.
- Co-ordinate timetabling of LDD support, involving L&S staff and other professionals
- To ensure high quality education for all residents and improved standards of learning and achievement.
- To lead by example, providing inspiration and motivation, and embody for the residents and staff the vision, purpose and leadership of the Learning and Skills department.
- Lead HMP Bronzefield through the Autism Accreditation process and Liaise with outside agencies as required.
- To promote and support the department's drive towards a dynamic, digital age learning culture that models and encourages the effective use of technology for learning.
- Contribute to the development and enhancement of the curriculum within the Learning and Skills department.
- Effectively plan LDD sessions by preparing and using relevant data for the benefit of the learner identifying opportunities for development.
- Support colleagues with bespoke CPD and professional guidance.
- To ensure all relevant policies and procedures, such as Security, Health and Safety and Prisoner Welfare, are adhered to and take responsibility of the work area.

- Identify the needs of individuals in classes and groups and develop differentiation strategies and resources accordingly.
- Identify vulnerable residents through reception and induction by appropriate screening and develop coping strategies
- Monitor resident engagement and maintain relevant records on appropriate IT systems
- Assist in any marketing strategies related to courses, delivery, and training within normal work hours and out of normal work hours.
- Monitor take-up of SEN sessions and employ strategies to increase take-up to ensure maximum attendance.
- Lead in the development, training & distribution of the Peer Workers for neurodiversity and Shannon Trust liaising with the Curriculum Leads.
- Monitor attendance of learners reporting any difficulties to your Line Manager
- Attend team meetings to evaluate progress and promote good practice and attend all staff meetings, which will include giving feedback on sessions and ideas for development of delivery practice and the Department generally
- **Curriculum**
 - Draw up, monitor and record programmes of work at appropriate levels for the residents receiving one-to-one support.
 - Draw up and record intervention programmes of work at appropriate levels for the residents.
 - Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of pupils.
 - Ensure policies and practices set targets for realistic but challenging improvements.
- **Monitoring, assessment, recording, reporting and accountability**
 - Undertake the assessment of new residents and ensure prompt and clear feedback
 - Ensure systems are in place for the assessment and recording of resident's progress.
 - Use national and local comparative data to help to set clear targets for residents' achievement.
- **Standards and expectations**
 - Create and maintain an environment and a code of behaviour which promote and secure good teaching, effective learning, and high standards of achievement and behaviour.
 - Effectively monitor the standards of achievement across the department.
- **Monitoring and evaluation**
 - Monitor and evaluate the support given by staff and peer workers.
 - Monitor and evaluate the effectiveness of intervention programmes.
- Establish a rapport with residents to encourage them to take their first steps in learning and establish coping mechanisms to achieve their potential
- Have an in depth understanding of the Ofsted CIF for prisons.
- Contribute to course reviews and setting and monitoring action plans
- Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year.
- Work a 37.5-hour week full time in the prison.
- Undertake duties as required by the Director or Head of Learning, Skills & Employment that will contribute to the effective operation of HMP Bronzefield.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- A flexible and responsive attitude
- Enthusiasm for the development of offenders
- Willingness to innovate and demonstrate self-motivation
- Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion
- Participate in training as required to keep up to date with all mandatory and refresher training
- Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and procedures
- Every employee will be required to obtain a successful security clearance and DBS check.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Previous SENCO experience
- SENCO Qualification
- Essential skills and experience
- To be passionate and relentless about improving the learning experience for neurodiverse prisoners
- Experience of delivering effective interventions for learners
- To have an interest in the rehabilitation and resettlement of offenders.
- Reflective practitioner who seeks to improve the outcomes for learners
- To have an ability to communicate effectively always through different mediums, including spoken and written communication.
- Experience in strategic planning and self-evaluation of SEN delivery
- Detailed understanding of Diversity & Inclusion
- Detailed experience of Healthcare and its link to SEN

Desirable

- Full teaching qualification (Minimum of PGCE or QTLS)
- Experience in a prison environment

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Knowledge of SEN interventions
- Ideal experience of custodial settings
- Understanding of diverse groups
- Ability to be flexible and have a dynamic approach to delivery

9. Management Approval – To be completed by document owner

Version	01	Date	10.03.2021
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Document Owner	Tanvir Hynes
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