

Job Description: Assistant SENCo



Function:	SODEXO JUSTICE SERVICES – HMP PETERBOROUGH
Job:	Assistant Special Educational Needs & Disabilities Coordinator
Position:	Assistant Special Educational Needs & Disabilities Coordinator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	SENDCo & Neurodiversity Team Manager
Additional reporting line to:	Teresa Bruce, Head of Education, Skills and Work
Position location:	HMP PETERBOROUGH

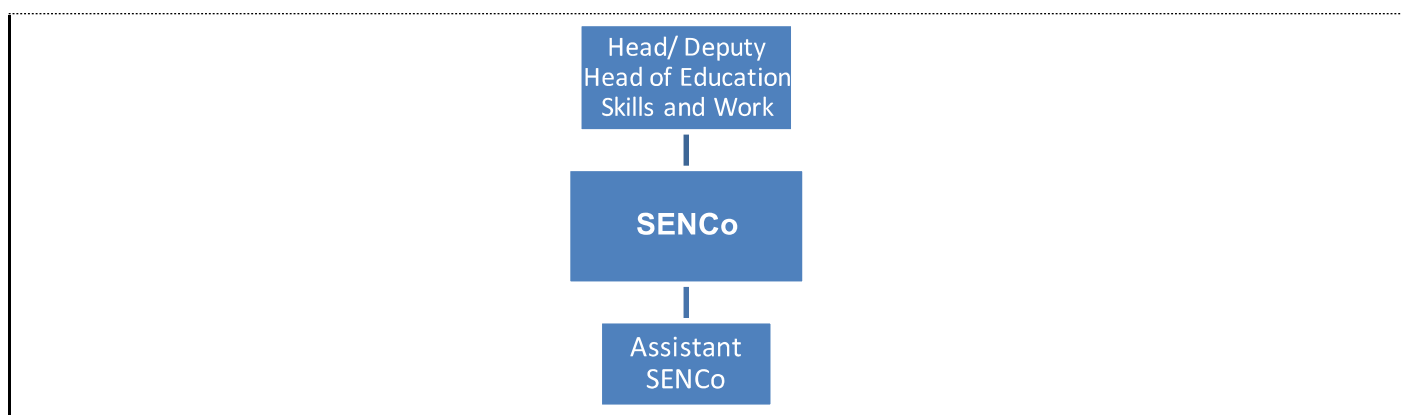
1. Purpose of the Job – State concisely the aim of the job.

- To support the SENDCo in leading, managing, developing and maintaining high quality SEND provision throughout the establishment.
- To support the SENDCo in effectively identifying and coordinating support for prisoners with SEND and those considered 'Adults at Risk'.
- To support the SENDCo in evaluating the effectiveness of SEND interventions/SEND resources as well as monitoring prisoners levels of attendance and progress.
- To deliver training and support all staff in understanding and supporting the needs of SEND prisoners.
- To gather and provide accurate SEND data as and when required.
- To support the SENDCo in carrying out assessments and reviewing provision/progress through SEND reviews.
- Intervention delivery

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.

Measurements	<p>The department is measured against:</p> <ul style="list-style-type: none"> ▪ SEND Provision ▪ Progress of prisoners with SEND ▪ Effectiveness of interventions ▪ Attendance and inclusion of prisoners with SEND
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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.

- Ensuring the identification of prisoners throughout the establishment in terms of SEND
- Engage with SEND prisoners to secure their views about establishment provision to ensure HMP Peterborough's offer continues to meet the prisoners needs and expectations.
- Ensure that prisoners with SEND including those in healthcare, are able to effectively share their views and have access to appropriate resources/provision.
- Work in partnership with external agencies to coordinate effective and bespoke SEND targeted support
- Establish a rapport with prisoners to encourage them to take progressive steps in their education and rehabilitation.
- Depth of understanding with regards to 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 Deputy Learning & Skills manager and SENCo to develop and create innovative SEND support.
- Support departmental developments of SEN provision.
- Support SENCo in monitoring the number of residents with SEND and through use of assessment, identify any SEND provision required. Carry out regular reviews with residents as required.
- Feeding into department processes including quality improvement plans
- Contribute towards the recruitment of new staff, supporting the SENCo in carrying out assessments and interviews
- Maintain relevant and up to date knowledge of SEND resources as well as legislation and best practice, making recommendations as appropriate
- Collate statistical information on various aspects of the service provided
- Deliver SEND interventions, monitoring progress and identifying opportunities for development.
- Support the SENCo in developing a SEND friendly environment with a high focus on Healthcare and Sep & Care
- Monitor stock levels of SEND resources, ensuring a consistent supply is available to SEND residents and staff

- Oversee SEND classroom resource boxes
- Ensure that staff throughout the establishment are aware of SEND prisoners needs and how these should be appropriately supported
- To work in partnership with the D&I Manager, Healthcare, In reach and other internal specialists to ensure the needs of our SEND residents are met
- To ensure all relevant policies and procedures are adhered to and take responsibility of the work area.
- Identify the needs of SEND prisoners, including any support required through SEND Assessments and develop differentiation strategies and resources accordingly.
- Assist in any marketing strategies related to courses, delivery and training within normal work hours and out of normal work hours.
- Attend team meetings giving feedback on provision/sessions and ideas for development of delivery practice for the Department generally
- Establish a rapport with residents to encourage them to take their first steps in learning and establish coping mechanisms to achieve their potential
- Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year.
- Work – part time hours.
- Undertake duties as required by the Director or Head of Learning, Skills & Employment that will contribute to the effective operation of HMP Peterborough.

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.

- Ensuring effective and good quality SEND provision
- 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 in order 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 CRB check.

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

Essential

Education to degree level or relevant SEND experience of leading within a SEND setting with evidence of having achieved successful outcomes
Experience of working with Adults with Special Educational Needs and Disabilities
To have an interest in the rehabilitation and resettlement of offenders.
Detailed experience of Healthcare and its link to SEND
Experience in delivering literacy and numeracy interventions whilst monitoring progress
A detailed and sound knowledge of SEND needs
Detailed understanding of Diversity and Inclusion as well as legislation such as the SEND Code of Practice

Desirable

- Previous SENCo experience
- Experience working in a prison environment
- Evidence of professional development in SEND
- Delivering SEND training to staff

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

- Extensive knowledge of SEND
- Ideal experience of custodial settings
- Understanding of diverse groups
- Ability to be flexible and have a dynamic approach to creating and developing SEND processes

9. Management Approval – To be completed by document owner

Version	01	Date	01/02/24
Document Owner	Janine Barwatt		