

**Job Description:**

**SENDCo and Lead NSM**

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| Function: | Education, Skills, and Work |
| Position: | Senco with NSM Lead for Female Estate |
| Job holder: | Vacant |
| Date (in job since): |  |
| Immediate manager  (N+1 Job title and name): | Deputy Head of Education, Skills and Work |
| Additional reporting line to: | Head of Education Skills and Work |
| Position location: |  |
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| 1. Purpose of the Job – State concisely the aim of the job. | |
| * To be responsible for managing, developing and maintaining high quality SEND provision throughout the establishment – including the Mother and Baby Unit (MBU) early years provision for children up to two years. * To lead on evaluating the effectiveness of SEND interventions/SEND resources as well as monitoring prisoners levels of attendance and progress. * Develop and maintain neurodiversity needs strategy for the prison, incorporating and working with key stakeholders. This should include as a minimum: Head of Education Skills and Work (HoESW), Head of MBU, Head of Reducing Reoffending (HoRR), and/or curriculum managers (including regional leads), Employment lead, New Futures Network (NFN) broker, Prison Work Coach, Head of Offender Management Unit, libraries, Careers Information Advice and Guidance (CIAG), activities, gym, industries manager, key worker * Develop and maintain the systems and structures to ensure that delivery of all Education, Skills and Work activity is appropriate to all cohorts. Recommend and test related solutions leading into an improvement plan. * Working with Senior Management Team (SMT) to implement, maintain, invest and update it as necessary * 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. Continually analyse and evaluate current practice for how neurodiversity provision is tailored to the needs of a wide range of prisoners, including those who are hard to reach, vulnerable prisoners, and those for whom English is not their first language * Maintain relevant and up to date knowledge of SEND resources as well as legislation and best practice, making recommendations as appropriate * Manage the Neurodiversity Support Manager and SEND team across the whole estate * Developing and implementing, through close collaboration with stakeholders, a ‘whole system’ principle is of paramount importance, with the focus firmly on supporting individuals to achieve and progress through Education, Skills and Work pathways throughout their sentence. * Liaise with the Deputy Head of Education Skills and Work (HoESW), Education Manager (EM), Industry Managers (IMs), Activity Managers (AM) to ensure prisoners are supported to engage with education skills and work or not, and that they continue to be supported in the community, including by the probation teams | |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To lead on effectively identifying and coordinating support for prisoners with SEND and those considered ‘Adults at Risk’. * To work with the Diversity and Inclusion Co-Ordinator to coordinate the inclusion E and D * Manage Neurodiversity Support manager and the SEND provision across the whole establishment. * Support departmental developments of SEN provision. * Monitoring the number of prisoners 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 * Collate statistical information on various aspects of the service provided * Deliver SEND interventions, monitoring progress and identifying opportunities for development. * Develop a SEND friendly environment with a high focus on Healthcare, Sep & Care and the MBU. * 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 prisoners 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 prisoners 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. * Undertake duties as required by the Director or Head of Education, Skills and Work that will contribute to the effective operation of HMP Peterborough. |

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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * H&S at work guidelines * Ofsted standards * NSF and LSS requirements * Sodexo employment policies * Ensuring the identification of prisoners throughout the establishment in terms of SEND * Ensure that prisoners with SEND including those in healthcare and MBU, 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. * Track the progress of neurodivergent prisoners in education, learning and work (including kitchen, horticulture, waste management industries/ workshops, wing work and orderly/peer roles), analyse data and identify any participation and achievement gaps and address these. * Case manages prisoners who require additional support to access education, skills and work opportunities within the prison to ensure it is both appropriate and helpful. Ensuring individual prisoners’ neurodiversity related information is shared, appropriately and lawfully, with relevant prison teams, e.g. PEF, CIAG, LSM, AM Health Care * Focus on improving and ensuring that the quality of neurodiversity support and provision is at least good and moving towards outstanding. This is to include assessment of quality to inform the prison education, skills and work improvement plan which can be applied across various learning channels, e.g. classroom, industries, work areas, workshops, gym etc |

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| 4. 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. |
| * Delivery of the agreed performance * Staff engagement and training outcomes. * Accurate and timely data reflecting SEND population across the establishment * Achieve a Good scores in audits, inspections, and surveys. Positive resident feedback on consultation |

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| 2. 5. 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. |
| * Contractual compliance * Operational Stability * Service Delivery Targets achieved or exceeded * Compliance with HMCIP Expectations * Compliance with Prison Service Orders and Instructions |

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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| Essential   * Education to degree level or equivalent and 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 * Experience of delivering SEND training to staff |

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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. 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. |
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**Levels**

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Job holder Immediate Manager