



WOODBRIIDGE HIGH SCHOOL

SEND Support Officer

GRADE LBR5

JOB DESCRIPTION

Line Manager: Associate Assistant Headteacher (Director of SEND Provision)

Purpose: To lead and manage inclusive, high-quality support provision, with a focus on the effective implementation of targeted interventions.

Duties and Responsibilities

1. Lead the planning, coordination, and delivery of targeted interventions to support pupils with SEND and additional learning needs.
2. Design and implement evidence-based intervention programmes tailored to identified barriers to learning.
3. Conduct or support admissions and baseline assessments to identify pupils' needs and determine whether intervention is required.
4. Use data analysis (assessment data, progress tracking, and screening tools) to identify gaps in learning and prioritise intervention support.
5. Continually research and remain up to date with effective, evidence-informed intervention strategies, adapting provision in line with best practice.
6. Monitor and evaluate the impact of all intervention programmes using robust assessment and tracking systems.
7. Review current provision regularly to ensure interventions remain effective, efficient, and aligned with pupil outcomes.
8. Establish clear entry and exit pathways for interventions, including criteria for starting, progressing, and ceasing support.
9. Work closely with the SENCo to ensure interventions align with EHCPs, Pupil Profiles, and Individual Learning Plans.
10. Plan and deliver high-quality 1:1 and small group interventions, modelling effective practice to other support staff.

11. Support and guide colleagues in delivering interventions effectively, including providing training, advice, and resources.
12. Maintain accurate and up-to-date records of intervention delivery, assessment outcomes, and pupil progress using school systems.
13. Liaise with teaching staff to ensure intervention strategies are embedded within the classroom and across the curriculum.
14. Communicate effectively with parents/carers and external professionals regarding provision, assessment outcomes, and pupil progress.
15. Promote inclusive practice across the school, ensuring interventions support independence and long-term success, while maintaining safeguarding, compliance, and professional standards.

PERSON SPECIFICATION:

JOB TITLE: Send Support Officer



- Essential (E)
- Desirable (D)

Experience:

- Previous experience of working with children of a relevant age (E)
- Previous experience of working in an educational environment (D)
- Previous experience of Special Needs-related work (D)

Skill, Knowledge and Abilities:

- Have a working knowledge of SEND interventions (E)
- Ability to carry out set duties (E)
- Possess appropriate personal skills (E)
- Ability to work using own initiative (E)
- Possess an attention to detail (E)
- Be receptive to new ideas and change (E)

Education and Qualifications:

- HLTA status (D)
- Good standard of general education (E)
- Good numeracy and literacy skills (E)
- Sound ICT skills (E)
- First aid qualification (training will be provided) (D)
- Willingness to complete an 'in house' induction programme (E)
- Willingness to participate in development and training opportunities (E)

Personal Attributes:

- Willingness to integrate into a team (E)
- Ability to relate well to children and adults (E)
- Ability to use own initiative to deal with situations as they arise, acting in line with school policies and instructions (E)
- Have a friendly, co-operative approach to parents, pupils and staff (E)
- Have a high level of personal drive and energy (E)
- Willingness to work flexibly in terms of job roles and responsibilities (E)
- Willing to promote a positive image of the school (E)