



## **JOB DESCRIPTION**

### **SEND SUPPORT OFFICER**

#### **AIM OF KHS**

The aim of Kesgrave High School is to provide an environment where our pupils feel safe, secure, nurtured and are encouraged to grow. This positive and inclusive nature allows our youngsters to be able to reach their full potential across their own individual range of abilities and talents.

#### **PURPOSE OF JOB**

- To contribute to the coordination and delivery of Annual Reviews for students with Education, Health and Care Plans (EHCPs), ensuring statutory requirements are met and high-quality outcomes are secured for pupils with SEND.
- The post holder will also have responsibility for the oversight, review, and updating of Learning Plans, ensuring that support strategies remain appropriate, effective, and aligned with EHCP outcomes.
- In addition, the role includes pastoral responsibilities linked to SEND and the annual review process, supporting students' wellbeing, engagement, and inclusion within a large mainstream secondary school.

#### **CONTRACT TERMS AND DUTIES**

The post holder is required to carry out their own strategic forward planning but be flexible, be able to meet problems as they arise, and often use their own initiative to deal with them. It involves a great deal of communication, both verbal and written, with a wide range of staff of the school, external professionals, students, parents and carers.

The contract is for 39 weeks per year to include all school term-time days and Professional Development days.

#### **ACCOUNTABLE TO**

The role is line managed by the Assistant Headteacher, SEND.

#### **LIAISON WITH**

This postholder will work closely with others in the SEND and pastoral team. This will include but is not exclusive to: Assistant Heads of Learning Support, Curriculum support assistants, Student Support Officers and Heads of Year.

## **KEY RESPONSIBILITIES**

### **Annual Review Leadership (Non-Administrative)**

- To facilitate EHCP Annual Review meetings, ensuring they are person-centred, well-prepared, and outcome-focused
- Work with the Assistant Headteacher, SEND and those in the SEND Leadership Team to ensure statutory compliance with the SEND Code of Practice
- Gather and evaluate information from staff, students, parents/carers, and external agencies in preparation for annual reviews
- Ensure pupil voice is central to the annual review process
- Provide professional recommendations and feedback following annual review meetings
- Liaise with local authority professionals and external agencies as required
- Monitor and report on actions arising from annual reviews

### **Learning Plans**

- Oversee the review and updating of Learning Plans for students with SEND
- Ensure Learning plans accurately reflect EHCP outcomes, current needs, and agreed provision
- Work with teaching staff and support staff to review the effectiveness of strategies and interventions
- Support consistent implementation of Learning Plans across the school
- Identify emerging needs and escalate concerns to the SENCo where appropriate

### **Pastoral Support (SEND-Focused)**

- Provide targeted pastoral support for students with SEND
- Contribute to the supervision and support for students with SEND.
- Act as a key point of contact for pupils requiring additional emotional, behavioural, or organisational support
- Support transitions, including between year groups and post-16 planning
- Work in partnership with families to address concerns relating to wellbeing, attendance, and engagement
- Liaise with parents and carers of students with SEND needs, with regard to their welfare and development where needed.
- Connect with professionals from other agencies with regard to SEND students.
- Contribute to multi-agency discussions where appropriate

*To undertake any other duties commensurate with the post as may be required by the Headteacher.*

## Person Specification

**POST TITLE:** SEND Support Officer at Kesgrave High School

**GRADE:** Grade 5 – Point 16 to 20 £32,597 to £36,363 pro rata  
(gross annual salary £27,791.91-£31,002.77)

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Educational Attainment</b>	GCSE or equivalent at Grade C or above in English and Maths.	Degree or equivalent qualification in a relevant subject  Relevant SEND qualifications	Application form Certificates Interview
<b>Work Experience</b>	Significant experience of working in an educational environment working with young people  Experience of students with SEND needs  Working knowledge of EHCP Annual Reviews and related statutory processes	Direct experience leading or contributing to EHCP Annual Review meetings  Understanding of statutory SEND compliance requirements  Experience in a mainstream secondary school setting Relevant SEND, pastoral, or inclusion-related training	Application form Interview References
<b>Knowledge/Skills/Aptitudes</b>	Excellent interpersonal skills and communication skills  Ability to build positive, professional relationships with colleagues, external professionals, parents and students		Interview References Test
<b>Disposition</b>	Ability to work under pressure  Able to maintain confidentiality  Able to work collectively as part of a team  Ability to prioritise workload  Willing to participate in training and development  Able to motivate self and others  Commitment to inclusion, equality and safeguarding		Interview References
<b>Circumstances</b>	Enhanced clearance from the Disclosure & Barring Service		DBS Check