



**Ambitious  
College**

# SEND Officer

Job description, 2024



**Ambitious  
about Autism**

# Contents

<b>Contents</b> .....	<b>1</b>
<b>Job description</b> .....	<b>2</b>
<b>Person specification</b> .....	<b>4</b>
<b>How to apply</b> .....	<b>5</b>

If you, or someone you know would like this publication in an email, in Braille, large print, Easy Read transcription or audio tape, please email [jobs@ambitiousaboutautism.org.uk](mailto:jobs@ambitiousaboutautism.org.uk).

# Job description

<b>Job title</b>	SEND Officer	<b>Team</b>	IT Operations
<b>Job band</b>	£38,809 - £42,848 (depending on skills and experience)	<b>Reporting to</b>	Head of Campus - CONEL
<b>Hours</b>	37.5 hours per week, Monday to Friday (9:00 – 17:00 with a 30 minute break)  <i>This is an onsite role and requires multi-site working.</i>	<b>Line manages</b>	N/A
<b>Annual Leave</b>	32 days + 8 Bank Holidays  <i>Leave to be taken during college closures only.</i>		

**Approved by:** Head of College – CONEL

**Updated:** July 2024

## Role purpose

To co-ordinate the statutory transition and annual review process at Ambitious College. This includes having responsibility for all planning, facilitation, tracking, quality assurance, follow up, and reporting related to annual and transition reviews. This is circa 110 learners with potential for future growth.

As part of this role, to be the single point of contact for annual and transition reviews and as such work closely with a variety of key stakeholders such as college staff, parents, learners, visitors, and local authorities.

## Key accountabilities and dimensions

Coordination of the learner review process, including annual and transition reviews:

### Pre-meeting:

- Schedule all annual reviews, transition reviews, emergency annual reviews other meetings that may relate to learner statutory meets e.g. safeguarding, social care meetings.
- Diarise all scheduled dates/times with relevant local authority (LA) personnel, families and other key external stakeholders.
- Creation, management and communication of a timetable for all internal professionals. This includes diarising all pre and post paperwork deadlines, meetings times etc
- Working with the operations team, ensuring that keyworkers know the dates of review meetings and have timelines prescribed for the completion of the learner voice aspect of the meetings.
- Book meeting spaces at each site to accommodate all meetings.

- Re-schedule all parties when required to do so.
- Moderation of all pre meeting paperwork and liaising with internal staff on any required amendments needed.
- Collation of all required paperwork and ensuring secure despatch to all relevant parties within statutory timelines. This will include liaison with relevant internal staff teams/members).
- Diarise and organise pre meets with all families and internal staff.

### During meeting:

- Setting up rooms and IT requirements.
- Tracking attendance at meetings.
- Attending and minuting each meeting. This will require travel across multiple sites dependent on the home campus of the learner for whom the review is being held.

### Post meeting:

- Ensuring all post meeting paperwork is updated, moderated and collated and ensuring secure despatch to all relevant parties within the post meeting statutory timelines.
- Reporting to the Head of Campus as and when required (e.g. attendance, quality, learner engagement)
- Ensuring that agreed actions are followed up and completed within given timelines. This will include liaison with local authorities to ensure receipt of updated EHCPs.

### General:

- Creation and management of a tracking system to monitor all aspects of the process and provide the data required to be able to report as required by the college leadership team (CLT), Ambitious about Autism's Excellent Education Management Team (EEMT), Ambitious about Autism's Senior Management Team (SMT) and the Ambitious College Governing body.
- Act as the main point of contact for all external professionals including Education, Social Care, Health and Therapies where applicable. This will include ensuring that all contact details are kept up to date.
- Ensuring that statutory requirements are met before, during and after meetings in line with the code of practice as appropriate.
- Liaising closely with trans disciplinary teams (TDT), including lecturers, Occupational therapists, Speech and Language therapists, Positive Behaviour Support (PBS) specialists, LA's, parent/carers throughout the process.
- Manage and monitor learner attendance weekly for missing marks or unauthorised absences in cooperation with the Data Manager & Curriculum Team, identifying concerns to the Head of Campus, Class Teachers and Learning Support Co-ordinator to enable a resolution.
- Responsible for managing an effective archiving and filing system for learner paperwork utilising the management information system of the college.
- Supporting on documentation for tribunal process with all internal and external related departments.

### Other duties:

- Address client/customer needs and respond in a consistent, timely, clear, and professional manner.
- To provide support to the Head of College and Heads of Campus when required
- Respect and maintain confidentiality in discussing any organisational matters and personnel information in accordance with Ambitious about Autism's Data Protection Policies
- Regularly evaluate, and seek ways to enhance your role
- Assist in other duties as needed and directed, and consistent with the role
- Actively participate in the organisation's performance management processes including the appraisal and competency review process and the induction.
- Proactively maintain the knowledge, skills and networks needed to deliver this role.
- Support Ambitious about Autism's core values and carry out all responsibilities with due regard to the organisation's policies and procedures, especially Safeguarding, Health and Safety and Equal Opportunities.

### Additional duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autism's Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

This job description is not an exhaustive list. The postholder may be required to undertake other duties as directed by the Head of College.

# Person specification

Role and band competencies	Essential
<b>Specific knowledge, experience and technical skills</b>	
1. Educated to A-level standard or equivalent	X
2. Formal Administrative/reception qualifications or strong experience	X
3. Level 1 IPSEA SEND Law qualification or willingness to work towards	X
4. Experience of working within a similar SEN organisation / school /college/ charity environment.	X
5. Good knowledge of EHCPs and the SEND code of practice	X
6. Excellent IT skills- Microsoft Office and particularly outlook, email, calendaring. Excel, word, PowerPoint, and databases	X
7. Experience of providing high quality administration support.	X
8. Previous experience of working within a fast paced, challenging environment.	X
9. Excellent interpersonal skills at all levels via telephone and written forms of communication	X
10. Excellent organisational skills	X
11. Experience of using own initiative to plan, organise and manage own workload in an environment where priorities change daily and yet to keep to deadlines	X
12. Experience of drafting and setting out own correspondence	X
13. Experience of working as part of a team	X
14. Commitment to Ambitious College and Ambitious about Autism aims, objectives and values	X
15. Knowledge of Data Protection, Equality & Diversity and Health and Safety.	X
16. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
<b>Personal attributes</b>	
17. Polite and helpful	X
18. Professional, a commitment to quality and delivery of a first-class customer experience	X
19. Approachable and willing to listen to both customers and colleagues	X
20. Excellent record of punctuality in previous employment	X
21. Ability to motivate others by clearly communicating	X
22. Good rapport building	X
23. Good problem-solving skills and initiative	X
24. Ability to work in a flexible and co-operative manner	X
25. Excellent communication and interpersonal skills	X
26. Compassionate and sympathetic	X

27. Ability to respond to high workloads and stressful situations in a calm and effective way	X
28. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

# How to apply

Stage	Timescale
Closing date for applications	<b>Sunday 18<sup>th</sup> August 2024</b>
Candidates informed of outcome of application	<b>Tuesday 20<sup>th</sup> August 2024</b>
Interviews (these will be conducted online via Teams)	<b>Wednesday 28<sup>th</sup> August – Friday 30<sup>th</sup> August 2024</b>

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, Recruitment Officer – 020 8815 5149, [jaxford@ambitiousaboutautism.org.uk](mailto:jaxford@ambitiousaboutautism.org.uk)

## Equal opportunities monitoring

*Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.*



## Contact us

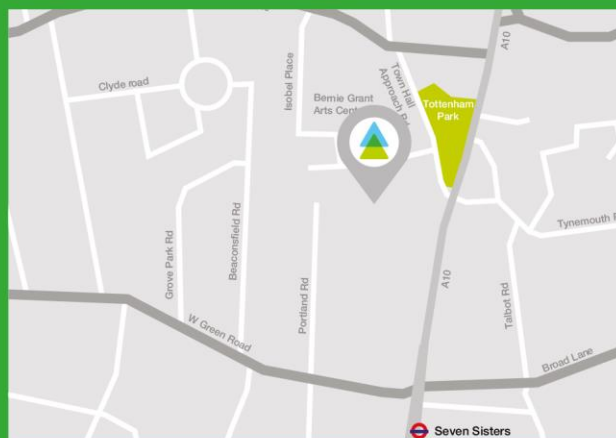
### North London campus

Pears Campus at CONEL  
Clyde Road, London N15 4FY

☎ 020 3870 8775

✉ [admissions@ambitiousaboutautism.org.uk](mailto:admissions@ambitiousaboutautism.org.uk)

🌐 [ambitiouscollege.org.uk](http://ambitiouscollege.org.uk)



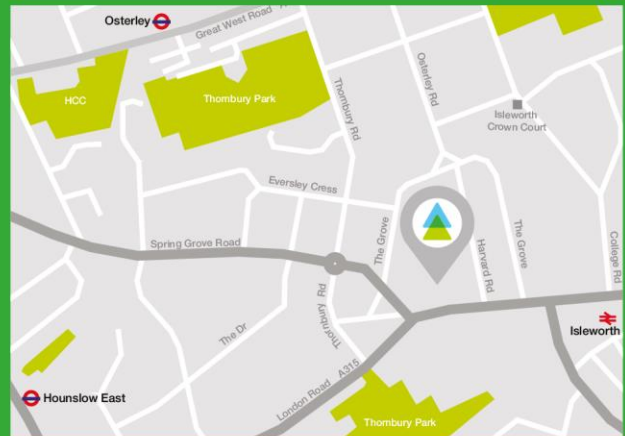
### West London campus

Pears Campus at West Thames College  
London Road, Isleworth TW7 4HS

☎ 020 3873 2201

✉ [admissions@ambitiousaboutautism.org.uk](mailto:admissions@ambitiousaboutautism.org.uk)

🌐 [ambitiouscollege.org.uk](http://ambitiouscollege.org.uk)



## How to find us

### Public transport

The Pears Campus at CONEL is easily accessible by regular bus, London Underground and train services. We are just a short walk from the the Seven Sisters Tube and London Overground stations. Bus routes 76, 149, 230, 243, 259, 279, 318, 341, 349, and 476 run nearby.

### Travelling by car

Parking is available next door at the Bernie Grant Art Centre. The Centre's pay and display car park is located at the end of Clyde Road. Please input postcode N15 4FP into your GPS for directions to the car park.

## How to find us

### Public transport

The Pears Campus at West Thames is easily accessible by regular bus, train and London Underground services. Isleworth train station is a five-minute walk. The nearest Tube stations are Osterley or Hounslow East (Piccadilly Line), then 10-15 minutes' walk. The following buses run from Hounslow bus station: 110, 117, 235, 237, H8 and H37. All buses stop outside the college.

### Travelling by car

There is a car park for staff, disabled students and evening students (entrance on Harvard Road). However, places are limited on a first-come, first-served basis. There are parking meters on the roads directly around the campus. The nearest free parking is on Osterley Road. For further information, please contact admissions.

## Follow us

🐦 [@ambitiousautism](https://twitter.com/ambitiousautism)

📘 [ambitiousaboutautism](https://www.facebook.com/ambitiousaboutautism)

📷 [ambitiousaboutautism](https://www.instagram.com/ambitiousaboutautism)

Charity number 1063184 Registered company 3375255