

**Job Title:** Deputy Head of Study Support

**Responsible to:** Head of Study Support

**Responsible for:** Learning Support Assistants (LSAs) and EHCP Caseworkers

**Deputising for the Head of Study Support:**

1. Assist the Head of Study Support with departmental operations and assume their responsibilities and caseload in their absence.
2. Share best practice and promote the development of new procedures within the department and support in monitoring and evaluating their effectiveness.
3. Participate in the delivery of training for College staff in SEND.
4. Participate in staff recruitment across the department, as required.

**Line management:**

5. Ensure effective orientation and professional development of reportees e.g. health and safety, SEND and exam access arrangements.
6. Conduct regular supervision and annual professional reviews of reportees.
7. Allocate LSAs to relevant students for keyworking, welcome days and enrolment.
8. Manage the daily tasks of LSAs, including scheduling, exam support, attending meetings and chairing weekly team meetings.
9. Monitor performance of reportees to ensure timeliness and quality of termly support reviews and annual EHCP reviews (as applicable).
10. Line manage a team of bank LSAs.

**Student support:**

11. Manage and provide support to a caseload of students with additional learning needs (with or without an EHCP) to enable them to access learning.
12. Attend school transition meetings and liaise with SENCOs, students and parents.
13. Coordinate school/College visits as part of transition planning including site orientations and meeting teaching/support staff.
14. Carry out College interviews as a part of the admissions process.
15. Coordinate subject teacher/DoCS input, if required prior to enrolment.
16. Undertake assessments and applications for exam access arrangements.
17. Undertake risk assessments for College trips, moving and handling assessments and Personal Emergency Egress Plans (PEEPs).

18. Create and review bespoke individual support plans for any student (where required) to ensure implementation and impact of targeted support.
19. Work closely with the Careers department to support students' access to work experience, progression advice and completion of associated risk assessments.
20. Create and review crisis management plans, liaise with other relevant staff and update students' records.
21. Share information including rooming and timetabling requests and attend pre-entry meetings with teachers and cross-College staff.
22. Invigilate/support students' exam access arrangements if required.

### **Support for students with an EHCP:**

23. Act as a lead professional for allocated students with an EHCP.
24. Attend school annual EHCP reviews in advance of enrolment.
25. Respond to local authority consultations within specified timescales for both applicants and non-applicants in consultation with the Head of Study Support
26. Create bespoke one page plans and individual support plans for students within 6 weeks of them commencing a course of study.
27. Chair termly individual support review meetings held with an LSA keyworker and be responsible for setting SMART termly targets and updating one page plans.
28. In advance of annual EHCP reviews, coordinate evidence from relevant staff and complete draft documentation.
29. Chair annual EHCP reviews and complete documents during and afterwards in the required local authority format and within statutory timescales.

### **Additional responsibilities:**

30. Make applications to the local authority for statutory assessments of special educational needs as initiated by the College or contribute to a request made by a third party.
31. Liaise with the Head of Study Support and Study Support administrators to: establish need and coordinate purchasing any necessary equipment for students or coordinate with the local authority for equipment loan and servicing; ensure the completion of local authority funding templates and termly returns for EHCP students.
32. Attend College open evenings, parents' evenings and other evening events as required.
33. Link with external professionals and attend meetings/training as required.
34. Participate in the College's annual professional reviews and undertake professional development.
35. Comply with the College's health and safety policies and procedures.
36. Stay updated on current special educational needs policies, legislation and guidance.
37. Prioritise the safeguarding of all students and participate in relevant training.
38. Contribute to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
39. Any other task as delegated by the Head of Study Support or the Principal

Reviewed: January 2025

**PETER SYMONDS COLLEGE**

**PERSON SPECIFICATION**

**Post:** Deputy Head of Study Support

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Degree or equivalent qualification or work experience.</li> </ul>	<ul style="list-style-type: none"> <li>● Relevant professional qualifications in SEND</li> </ul>	Application/ interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience of working with students with Special Educational Needs and Disabilities (SEND) in an education setting.</li> <li>● Knowledge of SEND legislation, policy, and guidance (e.g. SEND Code of Practice, Equality Act 2010).</li> <li>● Experience of managing and supervising staff.</li> <li>● Experience of writing and implementing Individual Education Plans (IEPs) and EHCPs.</li> <li>● Experience of working collaboratively with a range of stakeholders, including teachers, parents and external agencies.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working in a Further Education (FE) setting.</li> <li>● Experience of applying for a statutory assessment of special educational needs.</li> <li>● Experience of conducting risk assessments.</li> <li>● Experience of delivering training to staff.</li> </ul>	Application/ interview
<b>Additional Skills and Abilities</b>	<ul style="list-style-type: none"> <li>● Excellent communication and interpersonal skills, both written and verbal.</li> <li>● Strong organisational and time-management skills with the ability to prioritise a caseload effectively.</li> <li>● Proficiency in using IT systems, including cloud-based productivity suites e.g. Google Docs/Sheets.</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of exam access arrangements.</li> <li>● Ability to use data to inform practice and improve outcomes.</li> <li>● Ability to present information clearly and concisely.</li> </ul>	Application/ interview/ assessment

	<ul style="list-style-type: none"> <li>● Excellent communication and interpersonal skills, including active listening and empathy.</li> <li>● Strong problem-solving and decision-making skills.</li> <li>● Ability to work independently and as part of a team.</li> <li>● Ability to build and maintain positive relationships with students, staff, parents and external agencies.</li> <li>● Ability to advocate effectively for students with SEND.</li> <li>● Ability to use initiative and be proactive in identifying and resolving issues.</li> <li>● Empathy and rapport with young people with an understanding of the impact of disabilities on education.</li> <li>● Ability to manage the emotional demands of working with students who have complex needs and to stay calm under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to use a range of communication methods effectively (e.g., email, phone, video conferencing).</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>● Ability to maintain confidentiality and comply with data protection regulations.</li> <li>● Display a commitment to the protection and safeguarding of children and vulnerable adults.</li> <li>● Display a commitment to meeting the individual needs of each student, respecting diversity and ensuring equality of opportunity.</li> <li>● Flexibility to undertake a range of duties and work outside normal hours if required.</li> <li>● Ability to travel independently to different sites within the College and/or to feeder schools.</li> </ul>		Application/ interview