



<b>Job Title:</b>	<b>SEND Link Workers</b>
<b>Band and Point Range:</b>	H4 17 – 20 pro rata
<b>Hours and Weeks:</b>	37 hours per week, 37 weeks a year 08:15 – 16:15 Mon – Thu 08:15 – 15:45 Fri ½ hour break during the day: time of which to be agreed within the department
<b>Responsible to:</b>	SENCO
<b>Job Purpose:</b>	To help enable SEND students to access the curriculum and to achieve their potential and assist in the coordination of their support between teacher, parent and school.
<b>Main Duties:</b>	<p><b>Monitoring</b></p> <ul style="list-style-type: none"><li>• To provide appropriate interventions to assist in the advancement of student learning.</li><li>• To conduct meetings with parents and students and other staff on a regular and scheduled timetable so that parents feel the school keeps them well informed and supports them to help their child with their learning.</li><li>• To maintain records and evaluate the impact of interventions on student progress.</li></ul> <p><b>Supporting Students</b></p> <ul style="list-style-type: none"><li>• To act in the capacity of a link worker to assist in providing students with SEND frequent support and a ‘contact’ person.</li><li>• To take responsibility for the mentoring of students as directed by the SENCO.</li><li>• To work proactively with teachers and outside agencies to promote the inclusion of students so that they have equal access to learning opportunities.</li><li>• To document any meetings, behavioural or other significant issues on SIMS and in student files.</li><li>• To help advance student learning in a range of classroom settings as needed.</li><li>• To provide appropriate in-class support of SEND students.</li></ul> <p><b>Liaison</b></p> <ul style="list-style-type: none"><li>• To disseminate information gathered from meetings and professionals’ letters to students’ teachers, the SEND department and newsletters as applicable.</li><li>• To liaise with the Inclusion Team with information regarding students.</li><li>• To assist teachers in recommending interventions and support for students.</li><li>• To ensure that Child Protection matters are passed to the Lead or Deputy DSP in accordance with statutory and school policy.</li></ul> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"><li>• To provide support for students on the SEND register as directed by the SENCO.</li><li>• To assist teachers to overcome barriers to learning by ensuring appropriate information is provided regarding students’ needs, to help facilitate them in overcoming barriers to learning within the classroom.</li></ul>



- To take responsibility for groups, including forms, as required; and support with exams and transition.
- To attend and take part in other events, such as; rolling programmes; academic review days; parents' evenings and others as appropriate.
- In addition, any other duties deemed appropriate by the Principal.

**Innovation**

- To continue, with colleagues, develop and evaluate monitoring systems and strategies that enhance student well-being and progress in overcoming barriers to learning.