

# Haileybury Turnford

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## Job Description

<b>Job Title:</b>	<b>SEND Link Worker</b>
<b>Band and Point Range:</b>	H4 6 - 9 pro rata
<b>Hours and Weeks:</b>	39 hours per week, 37 weeks a year 08:00 - 16:00 Mon – Thu 08:00 – 15:30 Fri ½ hour break during the day: time of which to be agreed within the department
<b>Responsible to:</b>	Flex/SEND Coordinator.
<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 basis 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 Flex/SEND Coordinator.</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><li>• To assist the students with physical needs as appropriate and agreed.</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 staff, including 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/AEN register as directed by the Flex/SEND Coordinator.</li><li>• To assist teachers by ensuring appropriate information is provided regarding students' needs, to help facilitate them in overcoming barriers to learning within the classroom.</li><li>• To take responsibility for groups, as required; and support with exams and transition.</li></ul>

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	<ul style="list-style-type: none"><li>• To attend and take part in other events, such as; rolling programmes; academic review days; parents' evenings and others as appropriate.</li><li>• In addition, any other duties deemed appropriate by the Principal.</li></ul> <p><b>Innovation</b></p> <ul style="list-style-type: none"><li>• To continue, with colleagues, to develop and evaluate monitoring systems and strategies that enhance student well-being and progress in overcoming barriers to learning.</li></ul>
	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The job description will be reviewed and updated annually as part of the performance management process.</p>

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all staff.**