

## JOB DESCRIPTION

**Job Title: SEND Support worker**

**Location: Climb 4 Office/ Outreach**  
**Reports to: SEND Education and Training Co-ordinator (SENCO)**  
**Hours: 20 (term time only) Some overtime holiday hours possible**  
**Salary:£10704**

**Responsible For: Assisting delivery emotional, social and creative learning packages for children and young people.**

**Post Reference No: CL0012**

**PURPOSE OF THE JOB:**

To support the delivery and planning of Climb 4's adult and NEET personal development training programmes. Providing learning and emotional support to those learners with SEND/SEMH. Your role may also include supporting Climb 4's EOTAS packages for those learners with EHCP or those home educated. The role will involve understanding the planning, support with preparation of sessions and assisting with the delivery of the individual programmes. You will be responsible for meeting the individual SEND/SEMH needs of all participants, supporting them to use identified strategies that will enable them to enjoy their personal journey by engaging in their chosen project or positive activities. Developing their emotional, social and creative skills linked to specific core developmental topics.

**PRINCIPAL DUTIES / ACTIVITIES:**

- Work closely with the senior SEND support worker, SENCO, and other professionals to provide targeted support to children with SEMH needs.
- Provide one-on-one or small group support children, young people and adults with SEND.
- Assist with planning and delivering activities that promote development.
- Help create a positive and inclusive environment.
- Support children/adults in managing their behaviour and emotional/social well-being.
- Collaborate with senior SEND support worker, parents/carers and other professionals to ensure the best possible outcomes for the children, young people and adults
- Contribute to the assessment and tracking of learners progression.
- Complete ongoing training to meet the changing SEND needs.

**GENERAL**

- The above principal activities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The above duties may involve having access to information of a confidential nature, which may be covered by the General Data Protection Regulations (GDPR). Confidentiality must always be maintained.
- The post holder must be flexible to ensure that the operational needs of the organisation are met. This may include evening or weekend work occasionally.
- The Health and safety at Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take care for the health, Safety and Welfare of him/herself and other employees in accordance with legislation and the Organisations Safety policy(s).
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

- Demonstrates a commitment to the principles of safeguarding children and vulnerable adults and to the Prevent Duty. Ensuring that the culture, philosophy, and processes within the organisation are in line with Climb 4's Safeguarding Policy. The post holder's duties must always be carried out in compliance with Climb 4's Safeguarding Policy.
- To ensure inclusion and to make sure equality of practice is always upheld all members of staff are asked to complete a Conflict-of-Interest declaration in compliance with Climb 4's Conflict of Interest Policy.

## **KNOWLEDGE, EXPERIENCE AND SPECIALIST SKILLS**

### **Essential**

- Work with a child centred approach
- Have a consistent approach to challenging behaviour.
- Be experienced in supporting the delivery of personal development and creative activities to children and young people.
- Experience of developing and maintaining successful relationships with children.
- Highly developed knowledge and experience of Safeguarding Policy, Prevent Duty and legislation.
- Working knowledge of General Data Protection Regulations (GDPR).
- Good ICT skills and experienced in using Microsoft Office packages.
- Must have a clean driving license and be willing to travel within authority.
- Must be willing to complete identified CPD training.
- Safeguarding Level 1 or equivalent

### **Desirable**

- Have an accredited SEND support qualification or working towards.
- Have at least six months experience of SEND within an Educational / or Community Learning Setting.
- Paediatric first aid qualification

## **PERSONAL QUALITIES**

You will have experience within a health and social care or education setting. You will be able to demonstrate empathy, patience, effective communication, teamwork and be able to empower children and young people to reach their potential.

- Ability to adapt to new situations under pressure.
- Professional approach, attention to detail and excellent learner service skills.
- Ability to use initiative, flair, and creativity.
- Ability to exchange in writing complex information and submission of reports to others for decision on key issues.
- Ability to work under pressure and meet deadlines.
- Good interpersonal
- Excellent planning and organisational skills.
- Able to work as part of a team.
- Ability to motivate learners.
- Able to establish good professional relationships with learners and other project partners.
- Excellent work ethic.
- Willing to learn and develop skills.