

## **SENDCO Assistant/Deputy Designated Safeguarding Lead**

Reports to: Head of Centre

Location: Red Balloon Worthing Learner Centre

3 days per week, maximum 24 hours per week, term-time only (37 weeks)

£28 - £30k pro rata

Working at Red Balloon Worthing takes a special kind of person. A person who loves to take the time to really get to know their students. They are kind, supportive and nurturing individuals who believe that progress comes in many forms. To excel in this role, you will enjoy working with young people and their families, supporting them to achieve both academically and socially. If this sounds like you then you may have just found the most rewarding job you ever had.

**Job purpose:** To assist the SENDCO in managing the provision for learners at the Centre; including promoting high quality teaching and interventions. To provide administrative support and any other duties as required by the SENDCO. To promote safeguarding at all levels of the Centre as Deputy Designated Safeguarding Lead.

### **Responsibilities:**

- In partnership with the SENDCO, plan and deliver small group intervention sessions for identified learners to develop literacy and numeracy, social and emotional skills and personal skills.
- Support the SENDCO to deliver provision that follows the SEND code of practice and ensure that all learners with Educational Healthcare Plans receive the required/identified support.
- Prepare reports and attend annual reviews of EHCPs liaising with outside agencies, professional consultants and parents/carers.
- Ensure IEPs are completed appropriately and reflect the needs of the learners.
- Liaise with mentors, learning support assistants and teachers to ensure that all learners' needs are fully met.
- Support the SENDCO by producing data reports on learner performance and progress, identifying any areas of concern for individual or groups of learners.
- Assist with the administrative functions of the SENDCO including coordinating Learning Support Assistants to complete all administration required as part of their role.
- Put into place an effective timetable for the Learning Support Assistants that supports teaching and learning and the individual needs of learners, reviewing and adapting as necessary.
- Support the SENDCO to coordinate the transition of learners by liaising with learners, parents, previous schools, outside agencies and consultants to ensure that effective support structures are in place to assist in the smooth transition.
- Manage appropriate resources for learners and ensure that they are used efficiently, effectively and safely ensuring that accurate and detailed records are kept and stored

- Undertake and/or provide training and other learning activities and attend relevant meetings as required to ensure your own continuing professional development.
- Keep accurate records of meetings and discussions with parents and outside agencies for GDPR compliance.
- Attend parents meetings and other Centre events representing and advocating the SEND provision of the school and providing feedback on learner progress to parents/carers.
- Develop and maintain excellent relationships with all stakeholders. Deputise in the absence of the SENDCO.

### **Safeguarding**

- Complete Level 3 Safeguarding training and act as Deputy Designated Safeguarding Lead
- Undertake regular safeguarding training to stay abreast of safeguarding requirements in schools.
- Provide training for centre staff where required

### **Closing date:**

- The deadline for applications is **Friday 20<sup>th</sup> June 2025 at 12:00pm.**
- Interviews will be held week commencing the **23<sup>rd</sup> June 2025.**
- All applicants will be contacted to advise if they have been shortlisted for an interview

Red Balloon Educational Trust is committed to safeguarding and promoting the welfare of children and young people and requires the successful candidate to commit to this. The person appointed will be subjected to an enhanced DBS check.