**Who are we?**

This is an exciting time to join the TCHC Group. TCHC Group was set up in August 2004. Since then, we have continued to develop and deliver programmes to support both young people and adults to learn, achieve and progress toward greater opportunities. TCHC is an organisation that believes in creating opportunities for all. It is an organisation that is ethical, friendly, and considerate and encompasses these values in all its services and operations. Most of all, we believe in working together as a team to create opportunities for the individuals we work with to grow, to help them recognise and achieve their aspirations and goals and attain a positive outcome.

***TCHC is a disability confident committed employer.***

**Who are we looking for?**

We are looking to recruit a passionate and committed Special Educational Needs Support Coach. The intent of this role is to provide support for learners with additional needs. This support, in the form of off-timetable intervention, will be a part of our universal offer for learners with SEND.

The main responsibility of this role will be to conduct Learning Support Meetings for learners who have additional learning needs, including EHCP annual reviews, to provide out-of-class 1:1 and small group interventions.

This role will be pivotal in providing meaningful opportunities for success for our SEND learners and enabling them to secure positive outcomes.

We are looking to recruit:

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| --- | --- |
| **Job Title:** | SEN Support Coach |
| **Location:** | Dunstable |
| **Working Hours:** | 8.30 am to 5.00 pm, 1-hour lunch, Monday to Friday, 37.5 hours per week (Term Time only 38 plus 2 weeks). Some flexibility on these hours may be required. |
| **Contract Type:** | Fixed Term contract until Jul 26 |
| **Reports to:** | Centre Manager |
| **Salary:** | £20,879.10 gross per annum (FT equivalent £23,809.50) |

**What are we looking for?**

**Qualifications:**

* Qualified to PTLLS (Preparing to Teach in the Lifelong Learning Sector) - Essential
* GCSE (or equivalent) in English and Maths at grade C or above - Essential
* L2/L3 Safeguarding - Essential
* SEN qualifications demonstrating knowledge and competency with ASD (autism spectrum disorder)
* Behaviour management training

**Experience:**

* Working with SEN (Special Educational Needs) learners to enable lesson participation
* Developing resources and working with ASD, ADHD
* Utilising EHCPs (Education, Health, and Care Plans) to plan for learner engagement
* Report writing and progress tracking
* Experience in small group settings
* Supporting independence skills, cooking sessions, and arranging trips
* Using scaffolding techniques to help learners understand different concepts
* Handling challenging behaviours confidently
* Engaging in effective communication with parents and professionals

**Main Tasks & Responsibilities:**

* Provide LSA (Learning Support Assistant) support in lessons
* Assist Tutors in developing and monitoring learners' support plans
* Offer 1:1 facilitation for learners not ready for classroom settings
* Develop and implement personalised support plans for learners with special educational needs
* Conduct regular one-on-one sessions to monitor student progress and adjust strategies
* Conduct initial assessments for learner starting points and provide feedback to tutors
* Support learners with communication techniques
* Foster a supportive and inclusive environment that promotes engagement and independence
* Organise parent meetings to discuss learner progress, challenges, and goals
* Collaborate with educational professionals to ensure a cohesive support network
* Act as a liaison between the centre, learners, and external support services
* Track student achievements and progress through records and reports
* Use assessment data to inform and adapt support strategies
* Provide feedback to learners, parents, and staff regarding learner progress

**Professional Development:**

* Stay informed about current trends and best practices in special educational needs support.
* Attend relevant training and workshops to enhance skills and knowledge.
* Share expertise with colleagues through training sessions and collaborative projects.

**Program Development:**

* Contribute to the development of SEN programs and initiatives aimed at improving learner outcomes.
* Participate in the creation of resource materials and tools to support diverse learning needs.

**Awarding bodies/Funders/OFSTED**

* Follow all company policies and procedures.
* Be familiar with and research updates to qualification specifications and handbooks for subject quality assurance.
* Participate in OFSTED inspections as required.
* Be very familiar with key company policies.

**Note:** These responsibilities serve as an initial outline for the tasks that the post holder will initially be expected to perform. Changes may occur over time to accommodate evolving job requirements and adapt to shifting circumstances.

Furthermore, given the dynamic nature of our operational environment, it is crucial for individuals in these roles to demonstrate flexibility and a willingness to travel to different work locations. This outline represents an initial plan and will be subject to periodic review as part of our Continuous Professional Development process.

**Confidentiality**

The individual in this role is responsible for upholding the confidentiality of information pertaining to clients, staff, and other stakeholders. Certain aspects of their work involve handling confidential information, which should not be disclosed to individuals outside the scope of their official duties. It is imperative that the post holder consistently always adheres to the provisions of the General Data Regulation Act.

**Safeguarding, Prevent & Equal Opportunities**

TCHC is dedicated to promoting equal opportunities and preventing discrimination for everyone. Our commitment extends to adhering to Safer Recruitment Policies, safeguarding practices, complying with the Prevent Duty, and advocating for the well-being of children, youth, and adults. In pursuit of our dedication, we will continuously enhance and refine our robust safeguarding processes and procedures, fostering a culture of safeguarding among our team members and volunteers.

**Commitment to Safeguarding**

TCHC is committed to Safeguarding and promoting the welfare of children, young people and adults. All staff are expected to adhere to our Safeguarding & Child Protection Policy and the safeguarding responsibilities outlined in their job description.

We conduct Safer Recruitment Checks on all staff prior to confirming a start date, in line with Keeping Children Safe in Education. An online search of information within the public domain is conducted on all candidates who are invited to interview.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ’s guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and related exceptions, and further information about filtering offences can be found in the DBS filtering guide.

Please see our Recruitment with Safer Recruitment Policy for further information, or get in touch on [01923 698430](tel:01923%20698430) or [safeguarding@tchc.net](mailto:safeguarding@tchc.net)

**Pre-employment checks**

The company also conducts an internal online search on social media platforms in accordance with the Keeping Children Safe in Education guidance. Should any pertinent information arise from this search, it will be discussed with the applicant as part of the recruitment process.

Please note that upon a successful job offer, the company performs digitalised right-to-work checks and initiates DBS applications through an external service provider. An enhanced DBS check, including the barred list, is mandatory for this role.

**Rewards for your hard work**

For us here at TCHC, reward means far more than just pay. Our generous and competitive benefits package includes:

* Annual leave up to 25 days plus 8 public Bank Holidays
* We operate a Christmas and New Year shutdown period in which you will receive an additional 3 days of leave at full pay to cover this closure period after 1 year of service.
* When your birthday falls on a working day, you will receive the day off at full pay.
* Sickness pay allowance after the probationary period.
* Pension scheme after 3 months you have been employed with us
* Bupa Cash Plan, level 1, paid by the company after the probationary period.
* Employee Assistance Programme to access help and support 24 hours a day, every day of the year for immediate family (eligibility applies)
* Discounted membership for BUPA (subject to the qualifying conditions)
* Long Service club loyalty gift upon completion of 5 and 10 years of continuous service
* Quarterly and annual awards
* Company tools and equipment for the performance of your duties
* Reimbursement of travel expenses

**How to Apply**

To apply please complete the application form online at: <https://tchc.net/apply-now/>