**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?**

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| **Job Title:** | SEN Centre Support Lead |
| **Location:** | Ipswich |
| **Working Hours:** | 8.30 am to 5.00 pm, Monday to Friday, 1-hour lunch unpaid, 37.5 hours per week.  |
| **Contract Type:** | Permanent |
| **Reports to:** | Centre Manager |
| **Salary:** | £25,000 - £27,000 |

**What are we looking for?**

**Qualifications:**

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| * Learning Support Qualifications from Level 2 (Essential)
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| * Maths and English GCSE A-c or 4 – 9 or (Essential)
* Functional Skills Level 2 (Essential)
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| * CPD in - dyslexia awareness, ADHD, ASD, Dyscalculia, Dyspraxia, Asperger's, challenging behaviour (Desirable)
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| * Other qualifications that may be relevant to the role will be considered, depending on the status (Desirable)
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**Experience:**

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| * Demonstrable experience in a similar role focused on SEN.
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| * Strong understanding of EHCPs
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| * Excellent problem-solving skills and adaptability.
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| * Strong communication skills, both written and verbal.
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| * A compassionate and understanding approach to learners in education.
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| * Experience of working with learners who may be challenging at times
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| * Experience in motivating learners and raising their aspirations
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**Personal Attributes for this role:**

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| * Highly proactive and resilient with a motivational attitude
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| * Commitment to fostering a supportive and inclusive learning environment
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| * Passionate about enabling young people to overcome barriers and achieve success
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**Main Tasks & Responsibilities:**

* **Manage SEN Support Plans:** Develop, implement, and oversee support plans tailored to individual learner needs
* **EHCP Reviews:** Attend and contribute to EHCP reviews alongside the Centre Manager, amend plans post review to ensure they remain effective and relevant
* **Support Strategy Development:** Work with staff to develop effective strategies for meeting the diverse needs of learners
* **Line Management:** With the Centre Manager’s support, support Learning Support Assistants (LSAs), ensuring they have the guidance and tools needed to succeed
* **Resource Allocation:** Ensure that learners have access to appropriate resources to aid their learning needs
* **Direct Intervention:** Conduct 1-1 and small group sessions to support learner progress and address specific challenges
* **Collaborative Support:** Actively support sessions and conduct intervention work to aid learner development
* **Meetings:** Lead LSA meetings with the Centre Manager to review and progress support plans and interventions
* **Parental Communication:** Maintain open lines of communication with parents as needed to discuss learner progress and concerns
* **Enrolment Support:** Assist in the enrolment process for learners with high needs, ensuring a smooth transition.
* **Transition Planning:** Plan and organise transition days, working closely with the Centre Manager to ensure effective integration for learners.

**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 or 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:

* The full-time equivalent annual leave entitlement is 20 days per year in addition to 8 UK public holidays. An additional day of leave will be added for each complete year of service, effective from the commencement of the next holiday year, up to a maximum of 5 additional days after 5 years of service, giving a maximum total annual leave entitlement of 25 days. This will be pro rata for part-time hours.
* 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. This will be pro rata for part-time hours.
* 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 to other locations outside of the Centre (this will exclude travelling to the usual workplace)

**How to Apply**

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