



Special Educational Needs and Disabilities (SEND) Coordinator

Location:	Surrey
Hours:	22 per week (flexible and term time negotiable)
Salary:	£30,000
Closing Date:	Ongoing

Job Description

Purpose of the Role:

Field Lane is an established charity and registered landlord. There are nine projects in Surrey providing accommodation and support to people with a learning disability and autism. The projects are supported living with CQC registration for providing personal care.

Many of the people we support are in full or part time education in schools and colleges. We also support people who access educational activities in a flexible manner and input into these bespoke educational programmes would be part of the role. We want to ensure that the people using our services have the best quality of life possible and have opportunities that reflect their needs and aspirations.

This is a new post, initially funded for two years. We would be expecting the post holder to provide expertise in SEN and an overview of peoples' educational needs. The post holder will also contribute to the sensory and communication profiles of individuals as appropriate and support Field Lane to provide a quality of life for people that works towards their independence and resilience.

Responsibilities:

- Determining the strategic development of special educational needs within Field Lane.
- Be responsible for the professional guidance of colleagues in supporting daily programmes for people using the service.
- Provide the leadership for colleagues and the co-ordination of services for individual clients with a learning disability.

- Maintain an up-to-date knowledge of national and local incentives that may benefit Field Lane's services.
- Maintain up-to-date information relating to local educational provision and day activities.
- Co-ordinate provision that meets the needs of the people we support.
- Contribute to assessments of potential clients and to be involved in continuous reviews.
- Provide guidance for colleagues on the educational needs of individuals particularly those people with autism and or behaviour that requires positive support.
- To take the lead on transitions from school to college and from college to sessions and day services.
- Promote clients' inclusion within community services, education, and day services, working alongside other professionals in the best interests of the client.
- Practically assisting people to work towards English and Maths learning goals.
- Secure educational placements for people and assist with transfer of information.
- Join colleagues on the Senior Management Team in driving forward high quality services that empower people towards positive independent lives.
- To work with colleagues to ensure that safeguarding is embedded in all service provision.

Qualifications, Skills, and Experience

Essential

- A teaching Qualification.
- Demonstrable positive and tolerant outlook.
- Ability to demonstrate a good understanding of Safeguarding.
- Ability to liaise with health and social care professionals.
- Strong communication skills and the ability to build good positive relationships with the people that we support.
- A creative approach to building education and activity programmes.
- Developed IT skills and experience of writing reports and similar.

Desirable

- Experience of supporting people with a Learning Disability.