



**MK Christian Foundation**  
Growing people and community through social enterprise

**JOB TITLE: Deputy SEND Coordinator**

- 1. Hours:** Part time (15 hours a week over 3 days – working pattern to be agreed on appointment)
- 2. Salary:** £10,200 (£25,500 FTE)
- 3. Responsible to:** Laura Geering, Head of Learning.

**4. Organisational background and information:**

The MK Christian Foundation is a post 16 training provider which prides itself on its dynamic approach to teaching and learning. We offer work-based training opportunities across our exciting range of social enterprises as well as a variety of vocational qualifications, pastoral and progression support and Functional Skills qualifications in English and maths.

We are looking for a Deputy SEND Coordinator to join our Learning and Trainee Support Team. Our organisation offers unique employment opportunities and the chance to work with a team dedicated to improving the lives of some of Milton Keynes' most vulnerable young people. If you are interested in this role, we'd love to hear from you! Please keep reading for further information and feel free to contact us if you have any questions or would like further information. You can contact Laura, our Head of Learning, by email at [laura.geering@mkchristianfoundation.co.uk](mailto:laura.geering@mkchristianfoundation.co.uk)

**5. Employee Benefits**

At the MK Christian Foundation, we work hard to make sure that all of our staff are valued members of our community. As a member of the Learning and Trainee Support Team, your contribution to the success of our trainees will be invaluable and we work incredibly closely as a team to share knowledge and best practise; your opinions and experience will always be taken into account when making decisions and we value the importance of collaborative working. In addition to the support from the team, the Foundation provides the following employee benefits to all staff:

- Counselling and welfare support delivered by an external provider
- Staff discount on most services provided by our social enterprises
- Discounts and offers on a wide range of external products and services
- Opportunities for your own CPD
- Holiday allowance 28 days in year one, 32 days in subsequent years. Pro rata for part time
- An extra day off for your birthday!

**6. Purpose:**

The purpose of this post is to:

- Support our SEND Coordinator (Head of Learning) with the work associated with this position in order to ensure the success of our most vulnerable learners.

**7. Main Responsibilities:**

Within this role, you will work closely with and will be supported by the SEND Coordinator to:

- Oversee the implementation of our SEN strategy and policy

Care

Learn

Create

Recycle

Grow

Gather

Feed

Restore

- Carry out assessments of pupils with SEN to identify needs and monitor progress - including observations and meeting with staff and parents
- Work with staff, parents and relevant external agencies to develop, implement and monitor individual support/learning plans
- Provide regular updates on trainee progress through reports at 6 weekly Progress Review Meetings.
- Provide advice, guidance and training to staff on supporting pupils with SEND.
- Support staff to develop materials and learning opportunities to support our trainees with a SEND.
- Support staff to develop and implement effective teaching and behaviour management approaches
- Keep up to date with national and local policies related to SEN and cascade information to colleagues.
- Build a bank of creative and purposeful resources to support our trainees with SEND, focusing on the needs of specific individuals as well as the needs of the enterprises.
- Lead SEND administration tasks (eg. the creation of EHCP summaries, SEND Support Plans and provision maps)
- Chair EHCP review meetings and meetings related to the creation of SEN Support Plans, and complete necessary administration

#### 8. General Responsibilities:

- Attend staff meetings as required.
- Engage with CPD opportunities.
- Ensure the Health and Safety and Safeguarding of all trainees under responsibility.
- Maintain positive, professional relationships with all staff.
- To actively promote diversity and equality of opportunity.
- Encourage good relations with the local community.
- Effectively represent and promote the Foundation, its vision, values and personality.
- Take appropriate responsibility for discipline.
- Maintain professional standards of conduct and confidentiality at all times.
- Such other tasks as from time-to-time may be requested by the Director or Head of Learning.
- Be proactive in identifying opportunities for extending our work.

#### 9. Person Specification:

Skill or attribute	
Qualified Teacher Status	E
Experience supporting young people with a SEND	E
A passion for enabling young adults to fulfil their potential	E
Experience working with young people within an education or training based setting	E
Maths and English to L2	E
Awareness of Safeguarding expectations and an Enhanced DBS (the Foundation will provide this)	E
Good administrative and IT skills	E
Flexible and good at working under pressure with an adaptive and proactive attitude to work	E

Strong team player	E
Positive, creative and solution focussed	E
Excellent verbal and written communication skills	E
Empathetic and able to use initiative	E
Will work to our professional Code of Conduct at all times	E
Experience as a SEND Coordinator in an education setting and relevant qualification	D

- (E)            Essential
- (D)            Desirable