

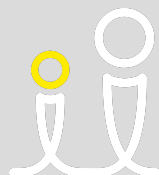
# SENse Learning

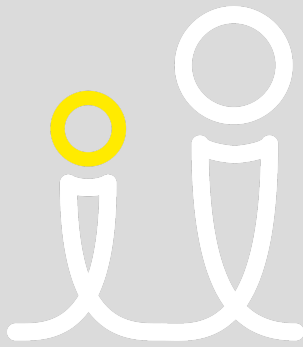
## Case Lead Recruitment Pack



*SENse  
Learning **listens** to my  
child, and has been able  
to build secure and  
trusted relationships*

PARENT AT SENSE LEARNING





## Letter from our Managing Director

SENse Learning is an independent alternative provision that provides specialist education to children with additional needs who are out of school or struggling to attend. SENse Learning was founded in 2019 and has gone from strength to strength ever since! I am very proud of all the wonderful students who use our services and the high standards we achieve.

We are on a mission to ensure no child is left behind, by providing bespoke learning packages to students with additional needs. We believe that each young person is unique and that the right support can make a positive and lasting impact.

We put safeguarding at the forefront of what we do and this is included and embedded in our recruitment processes. Our policies and procedures are thorough to ensure we are always vigilant in keeping our young people safe.

I am very passionate about my job and what we do at SENse Learning. We have a strong, supportive community in SENse Learning. Our team is continually striving for innovation, excellence, engagement, and fun. We have a high success rate in our students re-engaging with education or employment after using our service.

We value our links with local authorities, schools and parents. The local authorities in which we work in, value and support our work and expect high standards of us. We are continuously developing our services, and now offer accredited exams and a wide variety of student groups like animal school, forest school and creative arts.

If you feel like you could fit in here and that your values align with ours, please do complete an application form.

**Lucy McMann, Managing Director**

## About SENse Learning

**SENse Learning is an independent alternative provision that was founded in January 2019. It currently operates in several local authorities across the South. SENse Learning provides education within the student's home, out in the community and also works closely with schools and colleges. We also provide group based learning in some of our areas.**

- Key relationships with caring and experienced tutors
- Offers accredited exams through NCFE
- ASDAN and Arts Award Accreditation offer
- Works on the Functional Curriculum for our 11-25 year olds and a Pre Functional Curriculum for our Primary students
- Developed our own framework to base students on, based on the areas of their EHCP – the WILL (wellbeing, interaction, learning and life skills)
- Forest School provider
- A variety of student groups including, animal school, creative arts and a gaming group

## Job Description: Case Lead

**Location:** Remote, with 2 days at Head Office in Staplefield every other month (dates are predetermined)

**Working pattern:** 52 weeks, full-time 37.5hrs (during office hours 8am-6pm, Mon-Fri)

**Responsible to:** The post holder will be responsible to the Pathway Leads

### Duties and Responsibilities:

#### *Management:*

- Oversee a caseload of students with a range of SEN needs; ensuring associates working within your teams are trained in the SENSE Learning approach to ensure high quality provisions at all times.
- Oversee the Specialist Teachers and Education Mentors who work directly with the students on your caseload, supporting them in ways that ensure the delivery of sessions is always of a high quality.
- Supporting the team in developing and implementing strategies that help the student reach their full potential, including personalised strategies within our Universal Offer such as behaviour, sensory needs, emotional regulation, and creative curriculum implementation.
- Identify training needs in our associate team and lead training sessions on this where appropriate.
- Meet your teams online regularly, ensuring concerns and issues are picked up quickly and that all team members are meeting the expectations of the role including; ensuring the next steps, plans, targets and overall aims are clear for the student whilst at SENse Learning and onwards
- Monitor absence, lateness, and any other associate-related issues, liaising with HR and the Pathway Lead around any concerns that impact the student's quality of provision

### **Planning, monitoring, and tracking the quality and impact of sessions**

- Manage the whole student's provision, ensuring their education and SENse Learning sessions are supporting them to make good progress and meeting their needs this includes qualifications.
- Plan high-quality, creative and interest-based sessions to be delivered by Education Mentors and support our Specialist Teachers to plan the same level of quality.
- Plan sessions linked to targets that ensure progress in both our WILL (holistic) Curriculum as well as the academic curriculum (Primary and/or Functional Skills curriculums to Level 2)
- Track and monitor the progress of students, ensuring they are baselined at the start of their provision and then have suitable targets set that are monitored each half term on our monitoring and tracking documents and systems.
- Order resources for your students and teams to be used in sessions, that are linked to their targets and ensure their budget is used efficiently.

- Working with therapy teams to deliver activities which meet children and young people's communication, social, sensory, physical, emotional, and behavioural needs
- Develop transition plans for your student when they are moving onto their next provision to ensure this process is successful

### **Communication with internal and external stakeholders**

- Liaising with the parent/carers, schools and other professionals involved in the young person's care, ensuring joined up working and advocating for their needs
- Communicate at least weekly with key people such as parents/carers, on-roll schools and social workers
- Developing strong professional relationships with young people and their families, who have complex needs and have often experienced significant difficulties in previous education settings
- Writing reports that capture the student's progress and next steps each half-term
- Attend and write reports for the student's Annual Reviews
- Weekly updates and overviews sent to the Pathway Lead
- Liaising with the wider Head Office team to ensure they have the information needed about your students to complete their tasks, working together to update systems and processes to ensure the best possible workflow and offer for our students
- Manage the WhatsApp groups related to your students, ensuring they're used appropriately and within working hours
- Support at INSET and company-wide events

### **Managing all aspects of the provision**

- Be responsible for and manage all aspects of the student's bespoke educational programme
- Keep safeguarding at the forefront of your practice, liaising with the DSLs and directing the delivery team to action safeguarding concerns as instructed by the Safeguarding Team
- Ensuring student information and details are kept up to date on our systems including Learntrek, Salesforce and in G-Drive folders
- Write and keep up to date a risk assessment for students and their session activities including any trips out of the home
- Ensure weekly, monthly, termly and ad-hoc documents and spreadsheets are updated including all processes and forms that need to be completed as part of the student's provision oversight.
- Ensure new students are set up on all our systems, and the direct delivery teams have everything they need to start the new sessions.
- Complete the end of placement process when a student leaves SENse Learning.
- 50% minimum of annual leave to be taken out of term time.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change. Such variations cannot in themselves justify a reconsideration of the grading of the post.

Due to the nature of this position, any offer of employment will be subject to a satisfactory checking report from the Disclosure and Barring Service at an enhanced level as well as receipt of, at least, two recent satisfactory professional references.

### Benefits

SENse Learning believes in investing in its Associates and wants to make working for us an enjoyable and rewarding experience. So, as well as being a part of a team of specialists, you would benefit from the following:

- Salaried position offering between £38,000 - £43,000
- Remote working - 2 days in the office every other month
- Frequent training days across the year
- Associate referral scheme - £250 voucher for the first associate you refer that joins us

### Equal Opportunities

SENse learning is committed to ensuring equal opportunities for all associates and aims to achieve a diverse workforce in which associates can participate in successful work practices irrespective of their protected characteristics, socio-economic background skills and abilities. SENse Learning will not discriminate against students, Associates, volunteers or any individual involved in the business.

### Person Specification: Case Lead

	Essential	Desirable	How assessed
Qualified Teacher Status	✓		App
Share our commitment to the protection safeguarding and well-being of children and young people	✓		App/Int
Previous leadership and line management experience	✓		App/Int
Previous experience in teaching individuals with additional needs such as autism/PDA, social communication needs, attachment difficulties, mental health issues, and challenging behaviour in an education setting	✓		App/Ref/Int
Previous experience in planning and delivering curriculums and programmes for learning creatively	✓		App/Int
Previous experience in monitoring the effectiveness of curriculums and tracking student progress in a range of ways	✓		App/Int

Have the enthusiasm to ensure your team are engaging children and young people in their learning	✓		App/Int
Able to use your initiative to ensure the provision is meeting the children/young people's varying and complex needs	✓		App/Int
Have excellent organisational skills, able to manage your team's time and paperwork effectively	✓		App/Ref/Int
High level of professional communication skills including experience in report writing and communication with a wide range of professionals	✓		App/Ref/Int
Attend compulsory Case Lead induction training and engage in all ongoing training	✓		Int
Be able to build relationships with your team and the families we support	✓		Int/Ref
Confidence to manage a remote team	✓		App/Int
Show initiative and be solution focussed, including when managing difficult conversations	✓		App/Int
Demonstrate you have kept up to date with your CPD relevant to the needs of our students/organisation		✓	App/Ref
Experienced in writing risk assessments for school trips, students with SEN or similar		✓	App/Int/Ref
Lead staff training and have an area of specialism relevant to the needs of our students in which you can train others		✓	App/Int
Excellent knowledge of the EHCP document and review process		✓	App/Int/Ref
Ability to motivate a range of professionals and external stakeholders to work together for the best interests of the students	✓		Ref/Int
Experience liaising with Local Authority SEN Teams and/or SENcos		✓	App/Ref
Excellent teamwork skills, with proven ability to support and work alongside other departments within a company for a common goal	✓		App/Int/Ref
Demonstrated ability to progress students onto suitable next steps such as schools, college, or work		✓	App/Int

Understanding of the landscape and current context of independent Alternative Provision		✓	App/Int
Self-motivated and able to manage your own time and tasks whilst working remotely, ensuring you can meet all deadlines and prioritise your workload effectively	✓		App/Int/Ref
Good IT skills, and ability to work across multiple systems and pick up new IT systems confidently	✓		App/Int/Ref

## Safer Recruitment Statement

SENse Learning takes its responsibility to safeguard children extremely seriously and is committed to promoting the welfare of children and young people in its provision. SENse Learning complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance'. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

### Application Stage

- All applicants are scrutinised to verify identity and academic or vocational qualifications
- Professional references are requested
- References must cover a period of the last 6 years of employment. As a minimum these should be from the two most recent employers
- References are checked against previous employment history and gaps in employment
- Professional references must be obtained from professional email addresses
- The application form requires applicants to complete a disclosure of any criminal convictions

### Shortlisting Stage

- Only those candidates meeting the criteria outlined in the person specification will be shortlisted
- Applicants will be subject to online searches as part of due diligence checks

### Interview Stage

- Candidates will be asked to address any discrepancies, anomalies or gaps in their application form this includes their employment history
- Candidates will be reminded of their responsibility to disclose criminal convictions that are subject to DBS check if they have not already done so on the application form
- Proof of right to work in the UK must also be provided at the interview



**Appointment**

- An enhanced Disclosure and Barring Service check (DBS) will be required for all appointed positions
- Applicants will be subject to online checks using the Teaching Regulations Agency (TRA) to ensure QTS status, completion of teacher induction and to check for prohibitions, sanctions and restrictions
- Fitness to work declaration will be required following appointment to ensure that a candidate has the health and physical capacity for the job
- Inclusion on our Single Central Record
- Further identity checks
- Compulsory attendance to our Induction, First Aid and CPI training