



Staffordshire Police - Role Profile

Student Support Officer – Special Educational Needs - PEQF Team

Grade/Rank:	Grade F
Directorate:	Enabling Services
Reports to:	PEQF Manager (TBA)

Role Purpose

Learning and Organisational Development sits within the Enabling Services Directorate of Staffordshire Police and the Team are responsible for the design, delivery, evaluation and continual development of teaching products for police officers and police staff; in line with the College of Policing National Curriculum and supporting the priorities of the Force's strategic plan. The Role will report to the PEQF Manager.

Learning and Organisational Development is intrinsic to supporting Staffordshire Police's Policing Plan and strives to be at the forefront of delivering our key priorities. Team members will work with peers within Learning and Organisational Development, partner organisations, colleagues from regional Forces collaboration and national forums.

The purpose of the role is to support Student Police Officers as part of the PEQF Framework in advising, monitoring and guiding them in respect of special educational or neurodiverse requirements. The post holder will also provide advice to managers, supervisors and colleagues in relation to Reasonable Adjustment Plans and produce monthly progress status reports to their line manager.

The role will entail negotiating with colleagues to ensure student officers with SEN get the identified support and necessary resources they require in order to perform their role. It is expected that the role will involve some travelling around the county.

Key Tasks and Responsibilities:

- To co-ordinate and provide appropriate advice, guidance, and support for students with learning and/or neurodiverse needs
- To work with a range of multi agencies in supporting students and implement service level agreements
- To advise students with learning and/or neurodiverse needs both individually and in group sessions
- To request, monitor and ensure that reasonable adjustments, based on individual needs, are made to facilitate student achievement
- To assist individuals in completing the reasonable adjustments passport and support conversations with line managers to ensure adjustments are put in place
- To support student independence by ensuring the most appropriate assistive technology support and advice is made available



- To maintain accurate, complete, and correct records for the purposes of advising internal and external partners as required.
- Provide guidance and support for PEQF staff and partners to ensure shared knowledge and understanding of SEN and what reasonable adjustments are available and their purpose.

And to be accountable for: (ie responsibilities held by others but measured and owned by this role)

Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

Resolute, compassionate and committed

We are emotionally aware	Valuing Diversity	2
	Managing Sensitivities/Political Savvy	2
We take ownership	Customer Service	2
	Maintaining Accuracy/Sustainable Working	2

Inclusive, enabling and visionary leadership

We are collaborative	Partner Working	2
	Managing Complexity/Strategic Planning	2
We deliver, support and inspire	(self) Leadership	2
	Supporting Colleagues/Coaching & Mentoring	2

Intelligent, creative and informed policing

We analyse critically	Problem Solving	2
	Situational Judgement	2
We are innovative and open-minded	Continuous Improvement	2
	Futurology	2

Education, Qualifications and Experience

Essential:

- Hold a relevant SEN qualification at level 3 or above, or evidence equivalent experience within an academic environment.

Desirable:

- Certificate in Autism Awareness
- Certificate in Behavioural management
- Certified Dyslexia assessment qualification
- Experience in supporting students with neurodiversity needs



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Skills Matrix	
Essential:	Desirable
<ul style="list-style-type: none"> Must have the ability to communicate with, and influence at all levels of the organisation Demonstrate experience of Microsoft Office packages, including Excel to intermediate level 	

CPD Requirements
<ul style="list-style-type: none"> Postholder will be expected to undertake an appropriate apprenticeship to support their ongoing development into the role, and encouraged to undertake appropriate ongoing development in the area of Special Educational Needs.

Professional Registration/Licences
<ul style="list-style-type: none"> Holder of a full UK driving licence (essential)

Special Conditions					
Own car for business use	Yes				
Higher level vetting required	No				
Requirement to wear Uniform	No				
Requirement for post entry training	No				
Fixed Hours	No				
Weekend working expected	No				
Shift allowance	No				
Fixed term or temporary role	Yes				
Politically Restricted	No				
On call/standby rota	No				
Flexitime Role	Yes				
Notice Period	1 week	28 Days	1 month	3 months	