



Whitmore Park Primary School

Job Description

Post: SEND Leader

Grade: TMS/UPS + SEND point 2 TLR

Responsible to: Headteacher

Job Purpose:

As SEND Leader, you will be a senior teacher and a member of the Senior Leadership Team. You will be an experienced teacher with a passion for supporting pupils with special educational needs. Working closely with the Headteacher, Inclusion Leader and other senior colleagues, you will use your leadership skills to manage provision across the school and to provide support to colleagues in order to make our motto "*Be the best you can be*" the lived experience for all children.

Under the direction of the Headteacher, you will:

- Determine the strategic development of special education needs and disabilities (SEND) policy and provision in the school
- Be responsible for the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND or other vulnerabilities
- Assist in the promotion, direction and oversight of high standards of quality first provision, securing the best possible outcomes for pupils through effective inclusion
- Be a safeguarding lead

As SEND Leader, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document as well as the particular expectations of this post

Duties and Responsibilities

Strategic Development of SEND Policy and Provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, with respect to provision for pupils with SEN or a disability
- Make sure the SEND policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice

- Have a good working knowledge of the SEN Code of Practice and ensure compliance across the school
- Evaluate whether funding is being used effectively, and suggest changes where needed
- Review assessment outcomes to monitor the emerging needs of pupils across the school and direct resource and support as required
- Working with colleagues, design and support the delivery of interventions implementing the school strategy
- Develop and review the school's Accessibility Plan and Local Offer

Operation of the SEND Policy and Co-ordination of Provision

- Maintain an accurate SEND register and provision map
- Manage the budget for high needs top up funding and allocated SEN budget and complete associated reports
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Lead training, coaching and support for staff where necessary, particularly in relation to quality first teaching for SEND
- Monitor and evaluate classroom practice
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEND
- Plan, implement and support the SEND Team to lead intervention groups for pupils with SEND, and evaluate their effectiveness

Support for Pupils with SEN or a Disability

- In collaboration with colleagues, identify pupils causing concern and ensure that appropriate referrals, assessments and provision is in place to identify where there is a SEND need
- Co-ordinate provision that meets pupils' needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review My Support Plans (MSPs) and Education, Health and Care Plans (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Maintain and signpost a directory of useful information for staff and parents/carers

Leadership and Management

- Work with the Headteacher, Inclusion Leader and governors to ensure the school meets its responsibilities in terms of reasonable adjustments and access arrangements
- Prepare and review information the school is required to publish, contributing to and attending governor meetings as required
- Maintain and review registers and systems for identifying, assessing and reviewing SEND
- Contribute to the school improvement plan and whole-school policy
- Identify training needs and ensure there is effective SEND CPD for all staff
- Lead training for staff and disseminate good practice across the school
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability
- Review staff performance on an ongoing basis
- Promote and safeguard the safety and welfare of children and young people and support the Headteacher and other DDSs as a Designated Person for Child Protection
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
- Support the induction of staff new to the school, setting clear expectations for Inclusion and Equality
- Set high expectations for your own performance and that of others
- Engage in relevant professional development activity as necessary

The SEND Leader will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SEND Leader will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Whitmore Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting safeguarding the welfare of children and young people for who they come into contact with will be to adhere to and ensure compliance of the school's safeguarding policy and procedures.

If, in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in this school they must report any concerns to the Designated Safeguarding Lead.

Whitmore Park Primary School
SEND Leader Person Specification

Qualification	<ul style="list-style-type: none"> • Have qualified teacher status • Degree or equivalent • A commitment to professional development, evidence that teaching standards and those for SEND Leader have been met • The national qualification for SEND Leader or equivalent 	Application form
Experience and skills	<ul style="list-style-type: none"> • Minimum of 4 years' classroom teaching experience • Successful experience of leading and managing as a SEND Leader or another leadership role within school • Ability to provide professional leadership and management of a staff team to secure high-quality teaching, effective use of resources and budget control • Training and experience of implementing safeguarding and Child Protection procedures effectively with experience of being (or capacity to become) a Designated Safeguarding Lead • Experience of multi-agency work, writing referrals, co-ordinating appeals and writing successful EHCP applications • Excellent time and task management skills with the ability to work under pressure and to deadlines • Excellent interpersonal skills and presentation • Experience of supporting training and helping to co-ordinate the professional development of colleagues. • Knowledge of the SEND Code of Practice, Education Acts, equal opportunities and disability discrimination legislation, other relevant legislation and Ofsted requirements and how these impact on vulnerable groups • Knowledge and understanding of what constitutes good teaching and successful learning • Ability to access and analyse relevant data and to use this information to set priorities and determine school action to support all pupils. • Ability to think strategically to plan effective deployment of support staff and resources • Evidence of good management of a team, which incorporates detailed planning, successful implementation and effective monitoring and evaluation of strategies. • Awareness of current developments in Education and the implications of these, particularly for vulnerable groups 	Application form

Communication and working with others	<ul style="list-style-type: none"> • Experience of working in staff teams • Excellent written and oral communication skills working with a range of audiences • Know how and when to consult with and engage the support of external agencies such as the services provided by the Local Authority. • Ability to establish respectful, effective working relationships • Experience of working with governors to enable them to fulfil whole-school responsibilities • Experience of leading sessions to inform parents • Experience of offering challenge and support to improve performance • Experience of implementing strategies to promote equality of opportunity 	Application form Interview Tasks
Attitudes	<ul style="list-style-type: none"> • A developmental approach to working with others • A growth mind-set and an educational ethos rooted in placing the child at the centre of all decisions and actions • Evidence of thinking clearly about the role of an SEND Leader, educational philosophy and presentation of experience to meet the requirements of the post • A commitment to raising achievement through partnership with parents/ carers and other agencies 	Application form Interview Tasks
Additional skills and abilities	<ul style="list-style-type: none"> • Ability to relate positively to the Headteacher, SLT, pupils, colleagues, parents, governors and others who contribute to the work of the school. • Communication skills needed to provide clear and accurate information and well – informed advice • Ability to organise and manage work effectively i.e. being able to prioritise and organise tasks, make decisions, support and delegate when appropriate. • Have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues. • A commitment to equal opportunities 	Application form Interview Tasks

