

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Associate Assistant Principal for SEND	Location	The Hart School
Salary	Leadership Range, L6 – L10	Hours	Full-time, Permanent Contract
Department	SEND Team	Reports To	Vice Principal for Teaching & Learning

JOB PURPOSE:

To act as SEND Co-ordinator for the school by leading, managing, developing and maintaining high quality special educational needs provision which enables quality teaching, excellent learning outcomes and success for all pupils.

KEY RESPONSIBILITIES AND DUTIES:

Overall Responsibilities

The Associate Assistant Principal for SEND, under the direction of the Vice Principal for Teaching & Learning will;

- Determine the strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability (SEND)
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.

Strategic direction and development of SEND provision in the school

- Contribute to a positive and inclusive whole school ethos that promotes excellent outcomes for pupils with SEND
- Ensure the school meets its responsibilities under the Equality Act 2010, Children's Act 2014 and the SEND Code of Practice 2015
- Develop a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision
- Ensure the CET Trust SEND policy is implemented effectively within the school
- Develop, implement and monitor strategic SEND plans that are reflected in the Academy Improvement Plan
- Support all staff in understanding the needs of SEND pupils
- Liaise with staff, parents, external agencies and other schools or settings to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND
- Evaluate whether funding is being used effectively, and advise the Principal on making effective use of resources to ensure value for money
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Provide regular information to SLT and governors on the effectiveness of SEND provision and outcomes.

Operation of the SEN policy and co-ordination of provision

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- Support early and accurate identification and assessment of special educational needs
- Maintain an accurate SEND register
- Work in partnership with parents and families who have a child with SEND
- Advise on the graduated approach to SEND support
- Ensure the cycle of Assess, Plan Do review is used to inform provision and meet individual needs
- Co-ordinate additional provision that meets the pupils' needs, and monitor its effectiveness
- Coordinate the use of a Provision Map (Edukey or equivalent) and ensure it is being used effectively to develop individual learning plans and record, track and monitor the effectiveness of interventions
- Support person-centered approaches, involving pupils and parents in all aspects of SEND provision
- Be aware of the provision in the Local Authorities local offer
- Work with feeder primary providers, other schools, educational psychologists, health and social care professionals, and other external agencies and be a key point of contact for external agencies
- Work in partnership with the pupil, parents and other professionals to ensure the needs of pupils with Education, Health and Care (EHC) Plans are fully met and meet statutory requirements
- Support transition at all stages for pupils with SEND
- Ensure records of pupils with SEND are kept up to date.

Leading & Managing Staff

- Advise and contribute to all aspects of effective SEND continuing professional development for staff (including leading training and coaching)
- Establish opportunities for staff to review the needs, progress and targets of pupils with SEND
- Where the role involves line management:
 - Lead and manage teaching assistants working with pupils with SEND
 - Lead staff appraisals and review staff performance on an ongoing basis

Teaching & Learning

- Support staff to implement inclusive Quality First Teaching (QFT) for all pupils with SEND.
- Contribute to the Quality Assurance of Inclusive Practice in and out of the Classrooms.
- Use data to provide regular and targeted CPD to address identified needs for all staff as part of our professional development programme
- Depending on the needs of the school, a reduced teaching timetable may be entailed
- Collect and analyse assessment data on SEND to demonstrate progress and inform practice
- Implement intervention groups for pupils with SEND, and evaluate their effectiveness
- Support subject leaders to implement a broad, balanced and relevant curriculum in line with CET's curriculum vision for SEND
- Promote the pupil's inclusion in the school community and access to extra-curricular activities.
- To work collaboratively with the Assistant Principal Inclusion to support the positive engagement and behavior of SEND students.
- To support SEND students to access opportunities and extra-curricular provision within and across the school.

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- Ensure appropriate Access Arrangements are in place, to support pupil need in public examinations, and all paperwork submitted correctly

Additional responsibilities and general requirements

- Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct
- Show commitment to the school, promote an inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues
- Participate in the school's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
- Undertake any professional duties commensurate with the grade of the post, reasonably delegated by the Principal
- Network and share good practice with other Trust SENDCos

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Relevant good degree • Qualified Teacher Status • Commitment to undertake NASENCo training • Commitment to undertake Level 3 Safeguarding training 	<ul style="list-style-type: none"> • Recent and relevant professional development • Accredited qualification for assessing and teaching students with specific learning difficulties or Access Arrangements
EXPERIENCE	<ul style="list-style-type: none"> • Teaching experience in secondary/primary sector • Working successfully with SEND students in mainstream setting • Use of assessment and attainment data and information • Target setting and assessment techniques • Coaching/mentoring young people • Success identifying and delivering appropriate interventions • Experience of working with parents to support student progress • Experience of deploying staff effectively • Supporting and training staff to support student progress 	<ul style="list-style-type: none"> • Maintaining SEND register • Experience of leading annual reviews for students with EHCPs • Experience of managing a budget • Experience of middle leadership • First Aid qualification or experience

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KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Working knowledge of the SEND Code of Practice • Knowledge of up to date developments in SEND • Awareness of Health and Safety issues 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • The ability to converse at ease with members of the public and provide advice and information • Excellent communication skills • A positive role model • Ability to motivate, inspire and challenge students • Confident ICT user • Ability to plan, prioritise and organise self and others • An enthusiastic and committed teacher • Commitment to raising standards • Calm, adaptable, dependable, resilient and reliable • A good team player • Collaborative • Commitment to further own professional development • Drive and enthusiasm • A commitment to promoting and safeguarding the welfare of young people • A commitment to inclusive, comprehensive education 	
CREATIVE EDUCATION TRUST VALUES	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
EQUAL OPPORTUNITIES	<p>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</p>	
SAFEGUARDING	<p>A thorough understanding of up-to-date safeguarding requirements and best practice</p>	
OTHER REQUIREMENTS	<p>High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</p>	

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Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

