

JOB DESCRIPTION: SEND AAP

Additional Primary Duties and Responsibilities

Given the specific requirements detailed within the SEND Code of Practice for SEN Leaders, this document contains the specific SEND AAP additional primary duties and responsibilities and should be read in conjunction with the AAP Job Description.

SEND Code of Practice

- Facilitate and evaluate the implementation of the SEND Code of Practice including EHCP and EHNA provision.
- Ensure that all statutory guidance concerning special educational needs and disability is adhered to.
- Oversight and tracking of all vulnerable students (SEND, EAL, Health needs), across the academy to monitor impact and to direct the quality of provision, ensuring that students are supported as individuals.
- To ensure students receiving any form of intervention are represented on the SEND Register and Provision Map.
- To ensure that Quality First teaching is at the heart of our provision and students needs are met.
- Work closely with SEND, EAL students and to ensure that all vulnerable students are supported to achieve, receive the appropriate statutory provision and support to be successful.
- Oversee the exam access arrangements and ensure the quality of access is meeting the expected standard for KS4 students
- To maintain and regularly update the SEND register, and Provision map with SEND supported students.
- To influence and develop classroom practice to secure a depth of teacher awareness of how they best support vulnerable students. To map and safeguard this provision.
- Attend pathway meetings and other meetings as/when required.
- To develop cohesive passports and profiles to ensure consistency of teaching throughout the school.

Financial Responsibilities

- Ensure that students entitled to direct funding receive it and coordinate the Academy's requests for Top Up funding.
- To manage and allocate funds devolved to vulnerable students efficiently and effectively. Make best use of human and financial resources available to the school's Learning Support and EAL Teams.
- To challenge and support teachers, departments and curriculum leaders to provide effective adaptive teaching in order that students with SEND and/or EAL make expected progress.

- Develop comprehensive provision mapping for all students to allocate funding accurately and track impact of resources.
- Organise information on the website regarding SEND, policies and data.
- Represent the Academy for SEND and additional needs.

Management

- Support the enrolment process surrounding the organisation of students with additional needs
- Write, send agendas and take/distribute minutes as required for SEND meetings.
- Liaise with other Primary and Secondary Academy SENC0s and outside agencies, including health, social care and education officers, in order to ensure personal professional development.
- Oversee the transition phase for students with SEND from KS2 to KS3 and ensure all medical needs are met.
- Line management of any intervention, teaching partners and outside agencies employed to support SEND students.
- Lead CPD for teaching staff and other colleagues to improve the SEND practice within the delivery of lessons and provisions across the Academy.