

**Director of SEND Provision**

**Salary:** L7 to L9 + SEND allowance (if qualified SEND Co)

**Job Description & Person Specification**

**Purpose of the post:**

* Determine the strategic development of special education needs and disability (SEND) policy and provision across the school and college ensuring effective implementation of the SEND code of practice
* To lead all aspects of the new SEMH resource provision
* To ensure that all SEND practices across the Trust are outstanding

**Core responsibilities**

* Secure outstanding practice in the delivery of SEND and RP provision
* Determine the strategic development of special educational needs and disability (SEND) policy and provision, as set out by the SEND Code of Practice
* Lead the day-to-day implementation of the SEND policy
* Work with senior colleagues on the set up and opening of the SEMH Resource Provision
* Lead all aspects of SEND and SEMH resource provision including budget, staffing, curriculum and transition
* Provide professional guidance and development in the area of SEND in order to secure high quality teaching and the effective use of resources to deliver high quality outcomes and standards of achievement for all pupils
* Work collaboratively with the Executive Head Teacher, Deputy Head Teacher, staff, parents, the Governing Body and other agencies.
* Work with other members of the senior leadership team to formulate aims, objectives and strategic plans for the school’s continued development and improvement
* Work with students with SEND and their families to ensure that their needs are met
* Responsibility for the management of all admissions relating to SEND across the school

**Strategic Development and Leadership**

* Have a strategic overview of provision for pupils with SEND pupils across the school, monitoring and reviewing the quality of provision
* Contribute to school self-evaluation and school improvement plan, particularly with respect to provision for pupils with SEND
* Ensure the SEND policy and for disadvantaged children is current, effective and put into practice, and that the objectives of this policy are reflected in the school improvement plan
* Promote an ethos and culture that supports the school’s SEND policy and promotes good outcomes for pupils with SEND
* Line manage SEND professionals across the school and contribute towards their professional development
* Provide training opportunities for Teaching Assistants and teachers to develop outstanding practice in SEND, leading CPD, identifying opportunities or organising experts to deliver training
* Ensure that the governing body are kept well informed of developments and produce required documentation to inform and to comply with national guidance as well as to evaluate SEND provision
* Evaluate whether funding is being used effectively, and propose changes to make use of funding more effectively
* Chair meetings and coordinate the contribution of external agencies where necessary

**Teaching and Learning**

* Take responsibility for the development and monitoring of the curriculum provision for children on the SEND register and those with additional needs
* To establish links between improvements in teaching and learning and high standards in SEND.
* Monitoring the quality of teaching and standards of learning and achievement of all pupils with additional needs across the school
* Monitor the progress of students with SEND across the school to ensure that intervention is targeted effectively
* Set up effective systems for identifying, assessing and reviewing SEND provision across the school
* Ensure that all staff recognise the importance of planning their lessons in ways that will encourage the participation and learning of all pupils; supporting, guiding and motivating colleagues, particularly in disseminating examples of effective practice in relation to pupils with SEND

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** | **How identified** |
| **RELEVANT EXPERIENCE** | * Excellent teacher * Involvement in whole school SEND provision * Implementing programmes which raise standards * Commitment to developing high quality teaching and learning * Commitment to inclusive education and equality of opportunity for all * Ability to manage change and to judge when there is need for change | * Work with other organisations on SEND provision * Experience of working in collaboration with external agencies * Significant experience of successful leadership and management * Experience of chairing or being part of multi-agency meetings | * Application Form * Interview |
| **EDUCATION AND TRAINING** | * Qualified teacher status * Appropriate SEND qualification (or working towards this) * An Honours Degree * Evidence of commitment to your own professional development | * Evidence of further professional study * Understanding of current pedagogical research | * Application Form * Interview * Qualification certificates |
| **CHARACTERISTICS AND SKILLS** | * Excellent interpersonal and communication skills * Ability to relate to a wide cross section of people * Strategic thinker * Calm under pressure * Prioritise effectively * Positive and enthusiastic * Solution focused and creative |  | * Application Form * Interview |