



JOB DESCRIPTION

Post: Director of SEND (SENDCo)

Accountable to: Vice Principal, Inclusion

Salary: L6—L10 (£50,122 to £55,360) – Relocation package available for right candidate

Start date: Easter 2023

There are 18 schools within Dartmoor Multi Academy Trust, 3 secondary, 14 primary and a SEMH school which opened in September 2022

On appointment, your main place of work will be at Okehampton College but you may be required to work at any other premises occupied by the Employer or any of the Employer's Academies within Devon as directed by the Employer.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers' Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Executive Principal

Overall Purpose and Accountability

To support the Principal in the efficient and effective delivery of the Trust and schools' vision, strategic aims and corporate plan; to uphold and model our values and to provide outstanding leadership across the organisation.

- To meet the requirements of the Teachers' Pay and Conditions document and to support students in attaining at the highest levels;
- To support and uphold the ethos, principles, policies and rules of the College in all respects and at all times;
- To provide high quality learning experiences that support students in achieving at the highest level possible and in developing their own capacity as independent and reflective learners;
- To support the Leadership Team in the leadership and management of the schools, both in respect to the specific duties attached to this post and generally in raising standards across all areas of College life.

Strategic Leadership

To work with the Director of SEND and Inclusion to advise the leadership group on the strategic development of the SEND policy and provision in the College

- To contribute to the development of whole College SEND policy
- To provide reports for the Governing Body if required
- To co-ordinate provision for individual students with additional needs and to oversee day to day provision
- To liaise with appropriate agencies particularly the LA and support services: and potential next providers to ensure transitions are smooth for young people
- To be responsible for producing an annual evidence-based SEND report reporting on the effectiveness of SEN provision within the College, reviewed in line with the College Improvement Plan
- To ensure all safeguarding policies and procedures are adhered to.
- To oversee records on all students with additional needs and ensure they are kept up to date.
- To support the College ethos, playing a full part in the life of the College, and to be a positive role model
- To actively monitor and respond to inclusion initiatives at national, regional and local levels
- Liaise with all external agencies
- To support existing networks, liaising with other schools/academies locally and to collaborate with other schools/academies as appropriate
- To provide support, advice and guidance to parents/careers
- Work with the Principal and Governing Body to ensure the College meets its responsibilities under the 2010 Equality Act with regard to reasonable adjustments and access arrangements.

Generic Responsibilities

In particular you will:

- Be an outstanding teacher with a deep understanding of pedagogy.
- Be a member of the Leadership Team in which everyone is committed to securing outstanding outcomes for our students and our community;
- Share direct accountability for the successful delivery of the vision for the schools as a whole;
- Lead, plan, manage and ensure the successful delivery of the schools' vision for individual student achievement;
- Assist the Principal in leading Okehampton Community College in such a way that the highest standards are secured amongst staff and students in all areas of the schools' performance and practice;

- Act as a role model for staff, providing active support and advice to them whilst holding them accountable;
- Lead on improvement strategies, coaching and supporting staff, ensuring quality, monitoring and evaluation of performance;
- Work with senior and middle leaders to ensure that school improvement is being effectively led at this level;
- Lead and manage the SEND department support team to ensure high quality provision;
- Actively identify and remove barriers to learning;
- Ensure that all students across the full ability range have maximum support and opportunities to reach their full potential, achieving a position where they can become effective and valued stakeholders in the schools and in the wider community;
- Play a lead part in the community of the schools, being highly visible on a daily basis and undertaking a range of duties to ensure the smooth running of the schools;
- Contribute to all self-evaluation measures and quality assurance processes to ensure the schools are always prepared for any given 'internal' or 'external' evaluation;
- Report to the Governing Board as necessary;

Specific Responsibilities for this post

- Lead the SEND Department, with direct responsibility for the team of SENDCo, Assistant SENDCos and the Teaching Assistants;
- To be responsible and collaborate, as needed to fulfil the responsibilities of the role, with Senior Leadership, Pastoral, Academic, and wider staff teams on all policy and procedural developments relating to the SEND code;
- Work closely with the Examinations Officer to ensure that examination concessions are in place for all students who qualify for them;
- Collaborate closely with the primary schools and Key Stage 3 team, especially with regard to transitions and admissions (statutory requirements);
- To read, interpret and action reports from other multi agency professionals (i.e. Educational Psychologist, Occupational Therapists and other external partners where necessary) including at the point of admission.

SEND Department


- Liaise with staff and advise parents regarding the identification and assessment of students with additional needs;

- To be aware of and support student differences and ensure that all students have equal access to all school opportunities;
- Ensure that up to date SEND information is included in all the relevant policies, procedures and school parent communication;
- Ensure that all students with SEND on the Register have an up to date Individual Education Plan (ILPs);
- Ensure that ILP information and guidance for students with SEND are rigorously and consistently implemented by all staff;
- Monitor the effectiveness of all student plans via termly reviews, regular parent contact and annual surveys;
- Monitor the progress of students with additional needs to check it is as expected;
- Monitoring and appraisal of the Teaching Assistants;
- To oversee the Application and/or Annual Review for any student with an EHCP.

Leadership, Professional Development and Staff Training

- Ensure all staff recognise and fulfil their statutory responsibilities to students with additional needs including; implementing strategies and approaches in the learning environment and allowing the use of the appropriate differentiated resources (including lap tops) in accordance with the EHCP;
- To ensure all staff understand their roles and responsibilities with regard to these students;
- Ensure all staff are aware of their responsibilities under the SEND Code of Practice 2015;
- To encourage all members of staff to recognise and fulfil their statutory responsibilities to ensure the needs of all students at the schools are met;
- To take a lead role in the Professional Development by whole school staff training and the identification and sharing of best practice to meet the needs of students of Okehampton Community with additional needs;
- Provide training opportunities for teachers to learn about particular aspects of SEND and effective teaching strategies, including the modelling of best practice in their own teaching for others to observe;
- Support and help induct new members of staff, including trainees, NQTs and new teachers to the College.

Parental and External Liaisons

- Support and promote the high aspirations, ethos and culture of the schools to all  stakeholders – both internal and external;
- To be the key reference point in providing information and support for families of children with SEND in the schools, including via the organisation and management of meetings with parents;
- Support, attend and participate fully in appropriate school events including Parents' Evenings, Admissions and Open Days;
- Attend cluster and network meetings as required;
- Record keeping, administration and communication;
- To generate an annual SEND Development Plan as a basis for action and review, including in regard to budgeting;
- Keep up to date records of any actions / outcomes from meetings with all stakeholders;
- Keep appropriate records for students with SEND on the Register including evidence of diagnosis (where appropriate), records of meetings with parents and agreed strategies / courses of action, including those outlined in any Action Plans.

The SENDCo will be required to lead and contribute to specific areas to support school improvement in areas such as: Progress, Transition, Key Stage responsibilities, Pastoral and Curriculum Standards.

General

- To line manage staff as required.
- To keep abreast of educational initiatives locally and nationally.
- Maintain high standards of professional conduct and personal appearance.
- To carry out any other reasonable task at the request of the Principal.

Development and Review of Job Description

This is a description of the job as it is constituted at the date shown. It is the practice of the schools to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/ Line Manager in consultation with the post holder.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).



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