**JOB DESCRIPTION**

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| Post Title: | DIRECTOR OF SEND  |
| Accountable To: | Vice Principal  |
| Location: | The Ruth Gorse Academy |
| Scale | Leadership Point 2-6 |
| Start date  | ASAP |

This job description should be read alongside the range of duties of teachers set out in the annual

School Teachers’ Pay and Conditions Document.

Members of staff should, at all times, work within the framework provided by the Academy’s policy

statements to fulfil the general aims and objectives of the Academy’s Development Plan.

The specific responsibilities of the successful candidate will be determined by the Principal upon

appointment and will be subject to the requirements of the academy and the successful candidates prior experience.

**DEVELOPING PROFESSIONAL AND CONSTRUCTIVE RELATIONSHIPS**

* Have high expectations of children and young people including a commitment to ensuring that they can achieve their full educational potential, establishing fair, respectful, trusting supportive and constructive relationships with them.
* Communicate efficiently and effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and wellbeing.
* Have a commitment to collaboration and co-operative working.
* Work as a team member identifying opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them.
* Promote the Academy vision and values and an ethos in which the highest achievements are expected from all members of the Academy community.
* Develop rigorous procedures for monitoring the performance of all accountable staff including setting objectives and individual personal development plans, with reference to the Trust’s staff appraisal policies.
* Ensure an aspirational and motivational culture is developed, sustained and celebrated.
* Be able to prioritise, be efficient and meet deadlines.
* Be an effective and clear line manager.
* Be able to teach engaging and motivating lessons informed by well-grounded expectations of learners and designed to raise levels of attainment.

**WORKING WITHIN THE LAW AND FRAMEWORKS**

* Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work. Contribute to the development, implementation and evaluation of the policies and practice of their workplace, including those designed to promote equality of opportunity.
* Know the current legal requirements, national policies and local guidance on the safeguarding and promotion of the well-being of children and young people.
* Know how to identify potential child abuse and follow safeguarding procedures.
* •Know how to identify and support children and young people whose progress, development or wellbeing is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for special support.

**DEVELOPING PRACTICE**

* Evaluate their performance and be committed to improving their practice through appropriate professional development (i.e. training, mentoring etc.)
* Recognise the importance of self-evaluation in raising standards.
* Have a creative and constructively critical approach towards innovation; being prepared to adapt their practice where benefits and improvements are identified.
* Work effectively with the Principal and Executive Principal, the Chair of the Local Governing Body and the Local Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and high standards of achievement.
* Work closely with the Board of The GORSE Academies Trust, its other academies, strategic partners and stakeholders.

**PURPOSE**

* To lead and manage all aspects of inclusion and intervention for pupils with SEND at the Academy.
* To support the Principal in the communication of the vision, effective management and operational efficiency to fulfil the ethos of the Academy.
* To be responsible for the day-to-day implementation of the Academy SEND policy.
* To ensure that the Academy upholds its duties and complies with legislation according to the SEN Code of Practice.
* To co-ordinate, monitor and develop provision for students with SEND according to national and local guidelines, the SEND policy, handbook and academy procedures.
* To raise standards of attainment and achievement across the whole area and to monitor and support students’ progress.
* To develop effective working practices with staff, parents, agencies and the governing body.
* To support the Principal to ensure that all teachers plan and teach lessons that are accessible to, and raise attainment of, all students.
* To support all pupils with medical needs, to ensure full integration into the Academy
* To promote and provide equality of access and opportunity across the Academy
* To contribute to the Academy’s aim of raising standards of attainment and achievement
* To share and support responsibility to monitor opportunities for personal and academic growth.

**RESPONSIBLE FOR**

* Lead on key specific areas of responsibility – particularly SEND – that ensure the realisation of an exceptional educational provision for all pupils at the Academy.
* The identification of pupils whose barriers to learning impact on their ability to achieve their potential.
* The monitoring of individualised programmes of intervention according to pupil need and assessment data.
* The provision of support for learning.
* The creation and monitoring of an inclusion register including SEND and CLA pupils.
* The effective use of the online tool Provision Map.
* Ensuring dissemination of information and strategies with regard to pupils who are experiencing barriers to learning.
* The assessment of pupils for, and the associated paperwork and liaisons related to, the provision of access arrangements for examinations.
* The management of SEND specialist teachers, teaching assistants and outside agencies.
* Ensuring that pupils with Education Health Care Plans receive their entitlement.
* Liaising with: Principal, Vice Principals, SLT, Academy and parents/carers and external agencies.

**CORE DUTIES**

* To develop and monitor the Academy Policy for meeting the needs of students with SEND.
* To work with the Principal, the Senior Leadership Team and staff in developing effective and innovative strategies and practices that bridge barriers to learning through:
	+ Assessment of needs
	+ Developing appropriate interventions that are additional to and different from those employed through high quality teaching
	+ Target-setting and dissemination of information
	+ Close monitoring of progress to inform practice
	+ Provision of CPD activities and relevant advice.
* To undertake the day-to-day co-ordination of SEND pupils’ provision.
* To ensure the preparation and monitoring of an inclusion register for SEN and CLA pupils.
* To collect and interpret assessment data to inform interventions, resources, policies and teaching strategies.
* To attend all appropriate meetings
* To keep an up-to-date log of students with medical needs, ensuring their needs are met on a daily basis, ensuring IPRAs and medication is present where necessary.
* To liaise with representatives from outside agencies, updating them on pupil progress and requesting additional support if necessary.
* To contribute to the whole academy’s planning activities.

**STAFF DEVELOPMENT**

* To participate in TGAT’s staff development programmes.
* To keep specialist qualifications up-to-date.
* To attend appropriate further training and professional development in order to keep abreast of newinitiatives.
* To engage in the performance management/appraisal process.
* To undertake performance management reviews.
* To be responsible for the effective deployment of SEND staff to comply with legal requirements and to ensure that the needs of identified pupils are met.

**QUALITY ASSURANCE**

* To regularly review teaching methods and programmes of intervention to ensure that they remaineffective responses to the needs of pupils.
* To regularly review pupil progress and to liaise with teachers and teaching assistants to ensure that provision is relevant and appropriate.
* To liaise with other professionals to ensure that the academy’s provision is moderated appropriately.

**MANAGEMENT OF INFORMATION**

* To maintain appropriate records of both assessment and teaching and to provide relevant, accurateand current data as required to ensure that pupils files are up to date and accurate.
* To co-ordinate annual reviews of pupils with Education Health Care Plans and top-up funding.
* To liaise with Inclusion Co-Ordinator’s with regard to developing positive transitions from the Academy for vulnerable pupils.
* To co-ordinate relevant assessments and documentation for access arrangements for examinations.
* To liaise with parents and carers to ensure all medical information is accurate and up to date.
* To respect and maintain confidentiality of information according to the Academy’s policies and legal requirements.

**MANAGEMENT OF RESOURCE**

* To monitor effectiveness of resources in meeting the needs of pupils and the objectives of the Academy.
* To lead the team’s process of identifying resource needs and selecting appropriate materials to improve teaching and learning within the area and to support differentiation across the Academy.
* To ensure safe keeping of materials and technical equipment.

**TEACHING AND LEARNING**

* To provide support in class as and when necessary by team teaching and preparation.
* To monitor support by teaching assistants and to oversee their performance management.
* To ensure a high-quality learning experience for students which positively affects their attainment,
* achievement and wellbeing, both within focused interventions and across the curriculum.
* To monitor programmes of intervention regularly to ensure their relevance and appropriateness.

**PERSONAL RESPONSIBILITIES**

* Hold positive values and attitudes adopt high standards of behaviour in your professional role.
* Carry out the duties and responsibilities of the post, in accordance with the Academy’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
* Take responsibility for safeguarding and promoting the welfare of children.
* Use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
* Undertake training and professional development as appropriate.
* Undertake other duties appropriate to the post that may reasonably be required from time to time.
* Treat all aspects of the role with the strictest confidentiality.

**SPECIAL CONDITIONS OF SERVICE**

* Contribute to the overall ethos/work/aims of the Academy.
* The academy operates a No Smoking Policy.

*The Ruth Gorse Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*