



## **Job Description for the Post of Head of SEND**

### **Responsible To**

To be responsible to the Head through the Assitant Headteacher/SENCo.

### **Main Purpose of the Job**

To ensure that the specific needs of students with SEND (Special Educational Needs and Disabilities) are met, and their outcomes are maximized through targeted and effective interventions. Oversee the tracking and monitoring of SEND students' data to ensure continuous progress.

### **Main Tasks**

1. To attend to day-to-day issues that arise in SEND.
2. To take a lead role in the provision of support for pupils with special needs and to challenge and motivate pupils, promote and reinforce self-esteem.
3. To take a lead role in overseeing the planning, delivery and evaluation of interventions aimed at supporting those students with complex needs who are working significantly below expected levels.
4. To provide objective and accurate feedback and reports as required, to the school on SEND pupil achievement, progress and other matters, ensuring the availability of appropriate evidence, with particular emphasis on the impact interventions have had on expected outcomes.
5. To take part in the development and implementation of appropriate behaviour management strategies promoting self-control and independence.
6. To be responsible for keeping and updating records, information and data, producing analysis and reports as required.
7. To assist the SENCo with the development and implementation of Provision Maps.
8. To lead reviews.
9. To complete referrals for pupils to facilitate further assessments of needs.
10. To organise and manage an appropriate learning environment and resources and support pupils' access to learning, using appropriate strategies and resources.
11. To work with the Senior Leadership Team in the development, implementation and monitoring of systems, relating to attendance and integration of SEND pupils, eg registration, student absence, pastoral systems.
12. To work with the SENCo in planning, evaluating and delivering CPD opportunities for other staff.

13. To advise and support teaching staff in meeting the needs of students with complex needs.
14. To provide guidance and supervision to Teaching Assistants in the effective delivery and execution of interventions.
15. To liaise with schools and other relevant bodies to gather pupil information and provide effective transition support.
16. To liaise with therapists, social care staff, medical staff, and other personnel working with pupils as required, assisting with the coordinating and planning of programmes of work and to integrate specialist advice and practice into Provision Maps and Health Care Plans.
17. To attend and participate in regular meetings.
18. To deputise for the SENCo at meetings.
19. To participate in training and other learning activities as required.
20. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures.
21. To promote the inclusion and acceptance of all pupils.
22. To contribute to the safety and wellbeing of colleagues.
23. To undertake other duties as required in line with the grade and responsibilities of the post.

Person Specification for the role of Assistant SENCo:

Attributes	Essential	Desirable
Education Qualifications	Good standard of education to GCSE level or equivalent	Qualified HLTA with experience in a secondary special school Other professional development in the area of SEND Up to date Safeguarding training
Experience	Experience of working with students in KS3 & 4, with evidence of having achieved successful student outcomes Knowledge & understanding of how children learn Sound grasp of the concept of inclusive practice Good knowledge of SEND Code of Practice Experience of working closely with parents in successful home-school partnerships that support pupils' needs Knowledge of issues relating to equal opportunities Knowledge & experience of using basic diagnostic tests for identifying specific needs Knowledge of current educational issues	

<p>Skills, Knowledge, Aptitude</p>	<p>Skilled at making &amp; sustaining positive relationships with children  Able to stimulate children's interest in learning  Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure  Able to work closely with other adults, offering them practical advice &amp; strategies that assist them to overcome problems relating to the teaching of pupils with SEND</p>	
	<p>Skilled at developing children's self-esteem &amp; motivation so they become resilient, independent learners  Capable of planning intervention work, accessing the needs and achievements of children &amp; maintaining appropriate records  Able to work closely with the wider school community in the development of provision for pupils with SEND  Able to foster effective relationships with parents, communicate with them and encourage their active participation in their child's education  Excellent written and oral communication skills</p>	
<p>Personal Characteristics</p>	<p>Commitment to ensuring the safety &amp; welfare of children  Ability to work under pressure and prioritise effectively  Able to work on own initiative as well as part of a team.  Able to deal with confidential information sensitively and appropriately in line with School policies  Commitment to equality</p>	