# **Job Description**

Naunton Park Primary School is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment.

# **Job details**

**Salary:** M-scale/UPS with SEN Allowance

**Hours:** Full-time (or to be negotiated)

**Contract type:** Permanent

**Reporting to:** Headteacher

# **Main purpose**

To provide support to pupils with special educational needs and/or disabilities (SEND), or are otherwise in need of additional support, by:

* Formulating the aims and objectives of the school alongside the Headteacher and Deputy Head
* Establishing policies and systems for achieving these aims and objectives, with the particular purpose of supporting those with SEND and disadvantaged children
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives
* Ensuring safeguarding is effective for pupils and adults

# **Duties and responsibilities**

Working for pupils

* Have oversight of the school’s provision for pupils with SEND and disadvantaged children
* Track and monitor progress of pupils who are in need of additional support, e.g. children with SEND, those who speak EAL, disadvantaged pupils and pupils with low attendance
* Maintain and monitor records for individual pupils to ensure they are effective in meeting each child’s needs
* Provide support for children with additional needs that may not be on the SEND register, for example for mental-health and well-being, EAL, recently bereaved, parental separation – list not exhaustive
* Alongside the Assessment Lead, ensure pupils have the appropriate support to access in-school and statutory assessments
* Work as Deputy Designated Safeguarding Lead and, in the absence of the DSL, acting as Designated Safeguarding Lead
* Write and submit EHCP applications according to the need of individual pupils and ensure, when in place, support in adhering to these plans is effective

Working with colleagues, including governors

* Lead and support staff to ensure the school environment supports all pupils, including those with additional needs and disadvantaged children to reach their full potential
* Advise and lead all members of staff to effectively support all children, particularly those with SEND and disadvantaged children
* Liaise with class teachers to identify and support pupils in need of additional support
* Provide or direct training and support for Teaching Partners and teachers according to the needs of individuals, groups of children or the whole-school
* Monitor the quality of teaching and learning, with particular focus on children with SEND and disadvantaged children, and provide effective feedback to staff to improve outcomes
* Performance manage all Teaching Partners
* Report to governors, providing essential information about the provision and performance of pupils with SEND, disadvantaged children and children with EAL
* Work with the DSL and other DDSLs to ensure the effective safeguarding of children and adults
* Lead the Attendance Team (with the Pastoral Lead and Attendance Officer) to monitor attendance and respond accordingly
* Support and train staff to effectively write, monitor and review My Plans, My Plan + and Pastoral Support Plans according to individual needs
* Plan and deliver training and regular meetings for Teaching Partners
* Oversee and support staff who lead interventions for children who speak English as an Additional Language
* Liaise with the governors responsible for SEND and Pupil Premium, and report to the Curriculum Committee to share the school’s provisions and performance of these groups of children

Working with parents and external agencies

* Seeking support from and providing support to other external agencies
* Work with the team, other agencies and parents to identify students who may be in need of additional support
* Liaise with external support agencies and professionals to meet the needs of all pupils
* Facilitate and/or lead meetings with parents and other professionals, for example Team Around the Child meetings, transition meetings and meetings with Educational Psychologists, to ensure effective support is planned, is in place and is monitored for individual pupils
* Alongside teaching staff, liaise with parents about their child’s progress
* Complete referrals and reports for individual children as required by other agencies
* Ensure information is shared with other agencies and settings as needed to meet the needs of individual children

# **Other areas of responsibility**

Pupil Premium

* Write and publish the school’s 3-year Pupil Premium Strategy using evidenced-based research, experience and knowledge of the staff and the needs of the pupils in this school
* Monitor and review the implementation of the strategy and assess its impact on pupils’ outcomes
* Liaise with parents/carers of disadvantaged pupils to ensure effective support is in place for individuals using the Pupil Premium funding
* Actively promote access to and the use of Pupil Premium funding to parents to ensure pupils’ needs are met by funding that they are eligible to benefit from
* Collate and analyse performance data for pupils in receipt of Pupil Premium to monitor progress, review actions and plan future actions accordingly

# **Person specification**

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| criteria | ESSENTIAL | Desirable |
| **Qualifications  and training** | * QTS * Degree | * SENDCo qualification * NPQ or equivalent |
| **Experience** | * Working with children with SEND, disadvantaged children and children who speak English as an Additional Language * Leadership responsibilities within a primary school setting * Teaching experience and evidence of outstanding practice * Demonstrable experience of successful line management * Working with other professionals to safeguard children and adults * Supporting and working with parents of children with SEND and disadvantaged children * Training and supporting colleagues with the effective planning and delivery of adapted teaching and interventions | * Involvement in school self-evaluation and development planning * Effective performance management of teachers or teaching partners * Reporting to governors * Policy writing * Creating, monitoring and reviewing the 3-year Pupil Premium Strategy * Leading or facilitating multi-agency meetings |
| **Skills and knowledge** | * Understanding of the SEND Code of Practice * Assessment of individual pupils to identify need * Creating, monitoring and reviewing individual plans and measuring impact on outcomes * Knowledge of provisions and support available from external agencies in the local area to support children and families * Effective safeguarding of children and adults * Effective use of Pupil Premium funding to meet the needs of individual children | * Data analysis and tracking * Use of recording and reporting systems for safeguarding (e.g. CPOMS) * Writing and submitting EHCP applications * The role of multi-agencies to effectively safeguard children and support school in doing so |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position * Ability to inspire * Lead with enthusiasm, integrity and authenticity * Maintains strong professional relationships, especially with parents and other agencies * Participates in the wider life of the school and by leads by example within this |  |

**This job description and person specification may be amended at any time in consultation with the postholder. Reviews take place through Performance Management.**

Line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_