

JOB DESCRIPTION

Job Title:	Lead SEND Practitioner
Location:	Engineering UTC Northern Lincolnshire
Hours:	35 hours per week – term time plus training days
Pay Grade & Range:	Grade 6 SCP 9 - 17 (£29,093 – £33,366 per annum FTE, Actual annual pro-rata salary £23,671 - £27,148)
Reports to:	Principal

Purpose of role:

You will be responsible for the delivery of the special educational needs and disabilities (SEND) provision within the UTC.

Main duties and responsibilities

- Maintenance of the SEND provision.
- Support all staff in understanding the needs of SEND pupils.
- Monitoring progress towards targets for pupils with SEND.
- Analyse and interpret relevant school, local and national data, including behaviour and attendance.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, providing maximum support and ensuring continuity of provision.
- Identification and dissemination of the most effective strategies for individual pupils with SEND.
- Work with staff to develop effective ways of bridging barriers to learning through assessment of needs.
- Target setting – IEPs and APDR (Assess, Plan, Do, Review)
- Keeping accurate, confidential records.
- Request, track and collate information from teaching staff.
- Provide support for: Early Help assessments, parental meetings
- EHCP reviews.
- Undertake day-to-day co-ordination of SEND students' provisions through close liaison with students, staff, parents and external agencies.
- Work with the Principal and all staff to ensure the learning of all students is of equal importance and that there are high and realistic expectations of students.
- Provide regular information to the Principal and Governing Body on the evaluation of our SEND provision.
- Work with external agencies to maximise opportunities and resources made available.
- To have the ability to work confidentially with patience and empathy. Modelling the vision and values of the UTC.
- Data processing and security.
- To ensure strict confidentiality in all areas of work.

- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).

General requirements

- General student administration
- Letters to parents and students
- Student voice surveys
- Understanding and support of individual students medical needs, including the writing of student medical plans
- Maintenance of student information and student files
- Liaison with student admissions

Other duties

- To comply with any reasonable request from a manager to undertake other duties commensurate with the post.
- To participate in professional and personal development programmes as required, including training and performance management review
- To contribute to the overall ethos/work/aims of the UTC
- To be aware of, and comply with, policies on Health & Safety, Security, Confidentiality and Data Protection reporting all concerns to an appropriate member of senior leadership team.
- To support the Equality and Diversity Policy
- To appreciate and support the work of other professionals
- To comply with UTC policies at all times and maintaining confidentiality

Any special conditions of service

- There is a requirement to submit to an Enhanced Disclosure and Barring Service (DBS) check.
- Term time working. There may be a need to work outside of UTC hours and off the premises.
- No smoking policy

Engineering UTC Northern Lincolnshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential Criteria	How Identified	Desirable Criteria	How identified
<p>SKILLS</p> <p>Effective use of ICT</p> <p>Experience of supporting students in a secondary setting</p> <p>Ability to relate well to children and adults and form meaningful relationships</p> <p>Work constructively as part of a team</p> <p>Ability to manage and prioritise own workload</p> <p>Emotional resilience</p> <p>Ability to reflect on past experiences and make improvements to future practice</p> <p>Ability to accurately record information and track data related to your area of responsibility</p> <p>Ability to self-regulate own emotions</p>	<p>Application form and selection process</p>	<p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Knowledge of school systems, such as SIMS</p>	<p>Application form, Selection process and certificates</p>
<p>KNOWLEDGE & UNDERSTANDING</p> <p>Understanding of relevant polices/codes of practice and awareness of relevant legislation</p> <p>Understanding of classroom roles and responsibilities and your own position within these</p> <p>Understanding of child development and learning</p>	<p>Application form and selection process</p>	<p>Understanding of the difference between UTCs and other secondary.post-16 institutions</p> <p>Experience of multiagency working.</p> <p>Experience of working with vulnerable families and young people.</p> <p>Experience of</p>	<p>Application form and selection process</p>

		deescalating challenging behaviour	
Working with or caring for children of relevant age General understanding of curriculum and other basic learning programmes/strategies			
Essential Criteria	How Identified	Desirable Criteria	How identified
QUALIFICATIONS/ TRAINING Maths and English Grades: GCSE A-C or equivalent	Application form, qualification certificate and selection process	Level 3 training in a related area to the role Training in SEND Training in behaviour strategies	Application form and selection process