

Special Educational Needs and Disability Leader

Job Description

The SEND leader, under the direction of the headteacher, will:

- Determine the strategic development of special educational needs and disability (SEND) policy and provision in the school to ensure pupils with special educational needs and disabilities (SEND) achieve success
- Be responsible for the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability and ensure that they are supported to make strong progress
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies enabling them to offer high quality provision to SEND pupils
- Offer support and advice to learning support assistants, enabling them to offer high quality provision to pupils
- Coordinate the school's responsibilities during the statutory education, health and care needs assessment process, with a view to ensuring that pupils with a high level of need obtain an educational health care plan
- Support and advise the parents of pupils on the SEND register, and particularly those parents whose children have an educational health care plan (EHCP)
- The SEND lead will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

Duties and responsibilities

Strategic development of SEND policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Ensure the SEND policy is put into practice, and the objectives are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which affect the SEND policy and practice
- Evaluate if funding is being used effectively, and propose changes to make use of funding more effective
- Maintain the SEND register and keep precise data on pupils with SEND
- Ensure that information required for statutory assessments is completed to a high standard
- Liaise with Local Authority staff, external agencies and other organisations with a view to obtaining quality advice and support that will enable staff at the school to offer quality provision to pupils with special educational needs
- Coordinate the organisation of SEND class summary and target sheets and meeting with teachers and support staff each term to establish targets and review progress
- Organise and implement Annual Reviews for all pupils with educational health care plans
- Work alongside the Headteacher to maintain and monitor high quality intervention programmes to assist lower performing pupils to meet the national expectations for their age
- Support the professional development of staff by delivering continual professional development sessions on aspects of SEND
- Teach individuals and small groups of pupils with SEND who require very specific, targeted additional provision and ensuring they achieve success
- Purchase resources and equipment as required and organising storage of resources.

Operation of the SEND policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEND support
- Advise on the use of the school's budget to meet pupils' needs effectively, including staff deployment
- Work effectively with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be aware of the provision in the local offer
- Be a key point of contact for external agencies, especially the local authority
- Analyse assessment data for pupils with SEND
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Identify a pupil's SEND
- Teach and support children on the SEND register
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion and access to the curriculum, facilities and extra-curricular activities

Leadership and management

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the school improvement plan and whole-school policy
- Lead INSET for staff and share procedural information, such as the school's SEND policy
- Observe support staff, provide feedback and identify training needs for staff and how to meet these needs
- Lead and manage teaching assistants working with pupils with SEND or a disability
- Lead staff appraisals and produce appraisal reports
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability

Other areas of responsibility

- A member of the Leadership team.
- A member of the Safeguarding team.
- Designated lead for looked-after children
- The SEND leader will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.