



JOB DESCRIPTION

SEND Hub Lead (Secondment to Cleobury Mortimer Primary School)

Cleobury Mortimer Primary School:

Cleobury Mortimer school is located in the small South Shropshire town of Cleobury Mortimer which is surrounded by rolling hills and beautiful countryside. We currently have 283 children organised into ten classes. We are proud of the welcoming and friendly atmosphere of the school, where children work co-operatively to achieve the very best they possibly can in all areas of the curriculum.

Establishing and maintaining good relationships between staff and children is very important to us, and the supportive, nurturing ethos of the school bears witness to our success in this area. We always strive to achieve the highest possible standards, but also work hard to provide a broad and balanced curriculum which is enjoyable and fun.

Our SEND Hub is expanding from Foundation into Key Stage 2 with an additional class, making two classes, each with around 7 learners, with moderate to severe learning difficulties (Pathway 2).

Purpose of the Post:

The purpose of this role is to lead and develop the SEND Hub, implementing a Hub Development Plan to include teaching, learning, curriculum and positive behaviour support. The post consists of three days of direct teaching in the Hub, and two days of non-contact time.

As the SEND Hub Lead, you will nurture and support the ethos of positive communication, collaboration and engagement to ensure the delivery of high-quality teaching and learning. This will be demonstrated by the way you carry out your duties as a Teacher and an outstanding practitioner.

Key Accountabilities:

- To ensure Hub learner's EHCP and curriculum outcomes are achieved, and progress is made for all learners.
- To lead the Hub staff, provide clear direction and hold staff to account for any underperformance.
- To be responsible for the operational running of all aspects of the day to day organisation of the Hub
- To plan, implement and monitor personalised provisions related to pupil EHCP needs
- To successfully implement a SEND curriculum based on the Severndale Pathway 2 model, adjusted for the mainstream setting.
- To take on SENCo responsibilities for the Hub learners.

Role Specific Responsibilities will include:

- Establish firm links with local specialist services and other professional colleagues in order for learners to receive their full entitlement of support, development, and stability into adulthood.



- Ensure that appropriate communication strategies are in place across the Hub through close liaison with all professionals and parents.

Professional Duties will include:

- To work with the Cleobury Leadership Team to undertake the day to day running of the Hub, following the direction of the Headteacher.
- To develop and implement process and practice for the Hub which reflect the School's commitment to high achievement and effective teaching and learning.
- To attend Leadership meetings and create and implement a SEND Hub development plan.
- To nurture and support the SEND Hub team through a coaching/mentoring approach, to include performance management processes in order to empower and develop staff in line with school policy.
- To maintain a culture which enables staff to maintain positive attitudes to the specific needs of our pupils through agreed strategies, developments and processes.
- To ensure that pupil progress is monitored, collated and analysed so that appropriate measures are taken to address any areas of need.
- To ensure that within classes each pupil has their needs met through an appropriately personalised curriculum, timetable and strategy that enables engagement and progression.
- To ensure effective learning takes place through consistent high-quality teaching and innovative practice.
- Maintain shared practice with Severndale Academy, to include shared INSET/CPD as appropriate.
- To liaise with parents, carers and any external agencies involved with the pupils.
- To ensure that Annual Review procedures are fully met.
- To meet regularly with the Leadership Team.
- Follow all safeguarding procedures in line with school policies.

Conditions of Service:

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Headteacher.