

# IRCHESTER COMMUNITY PRIMARY SCHOOL

## Job Description and Personal Specification 'Emperor House' SEND Unit Provision Leader

Reporting to: Head of School & SENDCo

Working Time: Full time as specified within the STPCD

Salary/Grade: MPS/UPS + TLR2B

Disclosure Level: Enhanced DBS

### 1. Job Purpose

To assist in leading and managing the provision of special educational needs learning support; and to take on the role of Provision Leader to support high quality learning, teaching, behaviour, effective use of resources and high standards of achievement and progress for all students in the SEND unit.

### 2. Key Responsibilities – this post

- Work with the Special Educational Needs & Disabilities Coordinator (SENDCo) to develop the strategic vision for the SEND unit in line with the school values and ethos, and the wider vision for SEND.
- Work within the guidelines of relevant national legislation (SEND Code of Practice 2015, Equality Act 2012, Children and Families Act 2014).
- Develop, liaise and manage links with parents, local authorities, agencies and professionals.
- Be responsible for day-to-day operation of the SEND unit and co-ordination of specific provision to support individual pupils with SEND or a disability in the unit.
- Provide professional guidance to colleagues and support the 'Team around the Learner' approach.
- Work closely with staff, parents and other agencies to ensure the needs of the child are met appropriately in line with their Education, Health and Care Plan (EHCP).
- To fulfil the responsibilities of a qualified teacher, as set out in the STPCD, within the unit.
- Collaborate with colleagues and oversee the development of a curriculum that will meet the needs of the individual as outlined in their EHCP and informed by Autism Accreditation standards and Autism Education Trust self-evaluation standards.
- Alongside the SENDCo, advise staff with developing a broad, balanced and inclusive curriculum to help SEND learners succeed across the whole school.
- Liaise with staff and parents about students with SEND and, where necessary, refer pupils to the appropriate external agencies for further support.
- Assist with providing advice and guidance to teaching assistants and pastoral staff in the needs of pupils with SEND and of suitable methods and strategies to support these needs.
- Promote a collegiate approach so that the staff in the SEND unit work as a team.
- Support the SENDCo with the administration of EHC plans including supporting the annual review process.
- Within the context of Irchester Community Primary School's aims and policies, work with the SENDCo to develop and implement SEND policies, plans, targets and practices.
- Ensure the purposeful delivery of statutory EHCP directives.
- To host Team Around the Family/Early Help Assessment meetings for students processing through EHCP applications.
- Work with the class teachers to ensure appropriate access arrangements are in place for SEND students undertaking statutory assessments.
- To line manage the support staff in the SEND unit.

### 3. Key Responsibilities – All Staff

---

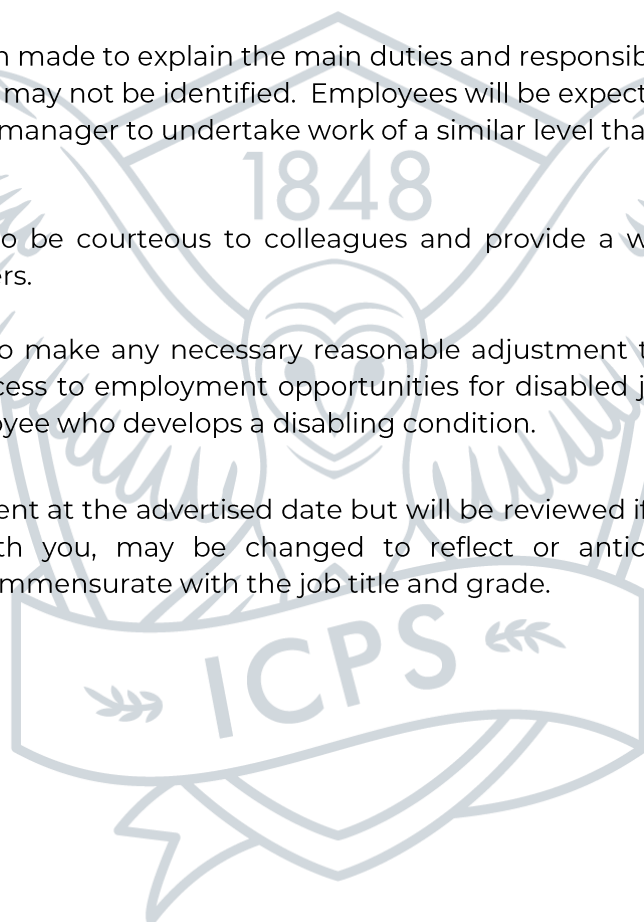
- Maintain supportive relationships with parents and outside agencies, facilitating support for children's attendance, access and learning, and supporting home-school and community links.
- Carry out duties with due regard to the school's policies and procedures, particularly Safeguarding and Health and Safety.
- Work within and encourage the school's Equal Opportunity and diversity policies.
- Develop own professional expertise within the post, undertaking training as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and adhering to policies and procedures within the school, participating in staff meetings and training days/events as requested.
- Undertake any other reasonable duties that are in keeping with post as may be determined from time to time by the Head of School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment for visitors and telephone callers.

The school will endeavor to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the advertised date but will be reviewed if and when appropriate, and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.



PERSON SPECIFICATION FOR SEND PROVISION LEAD			
	Essential	Desirable	Determined by: Application, Reference, Interview
<b>Experience</b>			
Experience in working with young people with SEND	*		A
Experience of working with students with Communication & Interaction needs and ASC		*	A/R
Experience in working in an educational setting	*		A/R
Confident in dealing with young people and understanding young minds	*		A
Ability to command and show respect	*		A/R
Experience in leadership		*	A
Experience in working to an agreed performance level and taking part in performance review	*		A/R
<b>Personal qualities</b>			
Ability to be an effective team player	*		R/I
Excellent personal and social skills	*		R/I
Ability to show initiative and flexibility	*		R/I
Positive and caring approach to students	*		R/I
<b>Education, training and skills</b>			
PGCE qualification or equivalent	*		A
Education to degree level or equivalent	*		A
Competence in the use of ICT	*		A/R/I
SEND Qualification or CPD		*	A