

Salary:	Teachers Main/Upper Pay Scale plus TLR2c
Responsible to:	Headteacher, Senior Deputy Headteacher, Deputy Headteachers, FCAT SEND Lead
Date of Job Description:	April 2025

Purpose of the Role:

- Securing in consultation with the senior leadership team outstanding education for all young people at Unity Academy (especially those with Special Educational Needs or Disabilities) ensuring consistently high expectations of students and outcomes, which improve year on year.
- Working as part of the SEND leadership team to ensure a high quality education for all students, purposeful, positive and disciplined culture and ethos, which ensure a safe and stable population with strong progress and attainment outcomes for students.
- Ensuring the key elements of quality of education, behaviour and attitudes, personal development safety and leadership are all of a very high standard for children with additional needs.
- Working in association with the Headteacher overseeing, as appropriate to this role, staffing and resource management to ensure the school is financially secure and operating within budget.
- Being committed to ensuring that Unity Academy is fully inclusive and supporting the leadership of the academies work in terms of inclusion.

Main Tasks and Responsibilities

- Professional Standards: Meeting the professional standards for teachers, core and threshold, as applicable to the post-holder and as revised in the most recent update of the School Teachers Pay & Conditions document.
- Strategic and Operational leadership of SEND, in particular ensuring that quality first teaching and learning is embedded daily within all classrooms for children with additional needs. Strategic and Operational leadership of all self-evaluation of SEND including producing and monitoring improvement plans as required. Leadership of the inclusive vision for the academy.
- In carrying out their duties, all post holders are required to implement the policies of the Fylde Coast Academy Trust and the Unity Local Governing Body.

Core Responsibilities

- To fulfil requirements of a classroom teacher to Core and Post Threshold standards as defined in the generic job description for teachers.

- To share a common vision for the academy and participate in the academy's operational planning and implementation.
- To understand specific professional responsibilities and duties which help provide professional leadership and management of staff within the academy.
- To ensure that the character and reputation of the academy is highly regarded and maintained.
- To encourage staff and students, by personal example, to participate in all aspects of academy life.
- To attend all meetings relevant to the post and to update the Headteacher, Senior Deputy Headteacher, Deputy Headteachers and Governors as required including a Trust meetings.
- To proactively support other academies within the Fylde Coast Academy Trust as considered necessary or as required.
- To carry out efficiently and effectively specific administrative/organisational tasks allocated.
- To maintain and further develop high standards of Teaching & Learning within the academy, through regular monitoring and coaching and by personal example.
- To play an active part in the delivery of the academy improvement plan including taking overall strategic lead for aspects of the plan relating to SEND.
- To perform the duties of appraisal Development Reviewer for identified staff, including annually reviewing performance against and the setting of new objectives in line with the FCAT policy and procedures
- To challenge underperformance at all levels ensuring effective corrective action and follow up.
- To line manage areas as required by the Headteacher.
- To assist in the management of staff attendance in accordance with FCAT policies.
- To manage delegated budgets to ensure that costs remain in line with the budget.
- To manage own workload and that of others to allow an appropriate work/life balance.
- To act as a role model, demonstrating and actively promoting FCAT and British values within the Academy including through the delivery of assemblies.
- To adhere to FCAT Safeguarding policy and procedures to ensure safeguarding and the promotion of the welfare of children/young people in line with FCAT expectations of all staff and volunteers.
- To comply with individual responsibilities, in accordance with the role for health & safety in the workplace in line with FCAT policies and procedures.
- To ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy, encouraging and promoting non-discriminatory behaviour.
- To ensure compliance with the GDPR and maintain confidentiality at all times.
- To undertake any training and development commensurate with the post.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.

Quality of Education

- Responsible and accountable for standards of achievement and progress of SEND students against annual targets.
- Ensuring that high expectations prevail with high standards of achievement and progress for students with additional needs.
- Responsible for policy planning and development for maximum student success.
- Plan, implement and evaluate strategies where improvement needs are identified.
- Responsibility for maintenance and analysis of student tracking systems, consistent with the academy policy, arranging and monitoring the impact of intervention of student to ensure maximum progress.
- Provide SLT and governors with relevant, subject, curriculum or student performance information.
- Take a lead role in rapidly improving outcomes for SEND students, ensuring that all students make progress in all subjects.
- Ensure that all students on the SEND register have a current SEND passport and plan, do, review where applicable, which is reviewed regularly and is accessible and proactively provided to all staff.
- Ensure that the SEND information on Bromcom is up to date at all times.
- Lead the review of and meetings for all SEND student currently with an EHCP
- Overseeing the testing of students for SEND needs and exam concessions.
- Gathering appropriate and suitable evidence from teachers to inform Access Arrangements
- Responsible for curriculum coverage and learning outcomes of children with additional needs.
- Responsible for overseeing intervention for children with SEND needs including those children who are at alternative provision (within school or externally).
- Responsible for curriculum coverage, planning and outcomes of children in nurture groups or withdrawn from timetable for support.
- Responsible for the setting the strategic direction of SEND/Inclusion with regards to improving the quality of education, ensuring that all staff are engaged in improving their own practice.
- Ensure optimum student learning underpins all decision making and planning.
- Ensure the highest quality assessment for learning for SEND students.
- Lead the development and enhancement of pedagogy for SEND students, ensuring inclusive practice across the academy, in line with academy and faculty priorities.
- Ensure these pedagogies are consistent and effective, through rigorous planning, monitoring evaluation and review, training and support.
- Maintain personal expertise and act as a role model for excellent classroom practice, modelling effective strategies and sharing/coaching other teachers.
- Monitor and evaluate standards of teaching/support of SEND students, identifying areas for improvement and acting to address these without delay.
- Monitor and assess the standard of student work and feedback for children with SEND needs, taking steps to improve any areas of inconsistency.

- Plan, implement and demonstrate the impact of strategies to improve teaching of SEND students.
- Be inspirational and dynamic in your own approach to teaching students with additional needs.
- Responsible for developing the basic skills of students, especially in literacy and numeracy so that the vast majority of students work at their chronological age.
- Provide strategies to staff to support students with specific additional needs.

Leadership and Management

- Provide strong, effective, clear and purposeful leadership of SEND/Inclusion.
- Line management of SEND Managers, teaching assistants and other support staff as appropriate
- Responsible for self-evaluation and improvement planning for SEND students.
- Responsible for the half termly reporting of progress against any aspects of the academy improvement plan which cover SEND/Inclusion to SLT.
- Act as an appraisal reviewer for identified teachers, leaders and support staff, reviewing annually the performance of these staff and setting new objectives.
- Responsible for implementation, monitoring and review of SEND policies and procedures.
- Responsible for updating the SEND information report and policy annually.
- Responsible for providing SEND reports to Governors as required.
- To develop an effective strategy for communicating with parents of children with SEND needs and ensuring that student and parent voice is heard and addressed.
- Initiate and review curriculum developments focussed on raising attainment of SEND students.
- Provide rigorous, challenging and supportive line management for staff engaged with supporting SEND students.
- Continue to take an active interest in your own CPD and that of others.
- Take a lead role in arranging and delivering any CPD related to SEND/Inclusion
- Define and agree appropriate improvement targets for SEND taking a lead role in demonstrating the impact for these.
- Provide dynamic leadership and structure of SEND ensuring that standards rise rapidly.
- Ensure legal compliance with the SEND code of practice and DfE requirements for academies with regard to SEND including ensuring that the website is compliant at all times.
- Maintain an accurate SEND register at all times, routinely informing staff of changes/updates.
- Direct and monitor the timetables of support staff working with children with additional needs, ensuring students are supported appropriately.
- Lead briefings and meetings with staff working with SEND children as required.
- Liaising with appropriate external agencies as required including managing referrals to CAMHS, local authority panels and representing the academy at meetings.

- Liaising with primary feeder schools, nurseries and post 16 providers to ensure continuity of provision.
- Identify and manage the process for submitting cases for statutory assessments for EHCP.
- Manage the list of children receiving input from Educational Psychologists, Speech and Language or other external agencies including liaising with these colleagues where necessary.

Behaviour and Safety

- Responsible for standards of behaviour and attitude of SEND students.
- Ensure optimum conditions for effective teaching and learning prevail.
- Responsible for improving the standards of student behaviour within support lessons or small group work with students with additional needs.
- Responsible for ensuring that SEND students develop a passion for learning.
- Responsible for overseeing short term health needs which result in an individual risk assessment needing to be in place for a child.

Personal Development

- To support and contribute to the academy's responsibility for safeguarding students.
- To attend student support panel meetings, taking a lead role should it be required.
- To ensure that the curriculum provides opportunities for broader development for children with SEND needs.
- To ensure that the curriculum and the wider work of the academy in supports SEND pupils to be confident, resilient and independent, and to develop strength of character.
- To ensure that pupils, with SEND needs, know how to eat healthily, maintain an active lifestyle and keep physically and mentally healthy.
- To ensure that pupils, with SEND needs, have an age-appropriate understanding of healthy relationships.
- To ensure that pupils, with SEND needs, are provided with a wide range of opportunities to nurture, develop and stretch their talents and interests and that they take advantage of these opportunities.
- To ensure that pupils, with SEND needs, prepared for life in modern Britain, with a developed understanding of fundamental British values of democracy, the rule of law, individual liberty, tolerance and respect.
- To ensure that pupils, with SEND needs, understand, appreciate and respect difference in the world and its people and engage with views, opinions and beliefs that are different from their own.
- To ensure that pupils, with SEND needs, are provided with opportunities to understand how to be responsible, respectful, active citizens who contribute to society.

Accountability

- Accountable for the quality of education (including standards of achievement), standards of behaviour and personal development of students with SEND.
- Accountable for ensuring that the academy remains legally compliant with all relevant SEND legislation and Government guidance.
- Ensure that appraisal arrangements are executed appropriately.
- Accountable for the effective implementation of improvement plans relating to SEND and planning the deployment of staff expertise to achieve improvement objectives.
- Accountable for a positive, purposeful and productive team spirit within staff teams you have responsibility for and the well-being of people within these staff teams.
- Line management responsibility, substantial direct and indirect responsibility for teaching and support staff.
- Accountable for managing delegated budgets to ensure that costs remain in line with budget.

Flexibility

The above represents a broad outline of the specific duties and responsibilities currently attached to the role of Senior Leader (SENDCo). Depending on the needs of the academy, these may be altered from time to time in consultation with the Headteacher.

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.