

## **JOB DESCRIPTION**

**Name:**

**Post:** SEND Lead

**Reporting to:** Inclusion Lead

The purpose of this job description is to indicate the general level of responsibility of the post. The duties may vary from time to time without changing the general character or level of responsibility entailed.

**Purpose:**

1. Jointly with the Inclusion Lead (IL) and SENCo, lead the strategic direction and development of Special Educational Needs (SEN) provision in the Academy.
2. Support teaching and learning so that all students with SEN within the Academy make maximum progress.
3. Ensure efficient and effective deployment of staff and resources.
4. Liaise with all relevant people, including staff, parents and outside agencies in order to ensure that best practice is achieved and that all vulnerable pupils and pupils with SEN receive optimal assistance.

**Areas of Responsibility and Key Tasks:**

**Jointly with the Inclusion Lead and SENCo, lead the strategic direction and development of Special Educational Needs (SEN) provision in the Academy**

The SEND Lead will coordinate with the support of the IL and Senior Leadership Team (SLT), and within the context of the Academy's aims and policies, the development and implementation of the SEN policy in order to raise pupil achievement and to improve the quality of education provided.

**Key tasks:**

- Exercise a key role in assisting the Principal and Academy Advisory Committee (AAC) with the strategic development of SEN policy/provision.
- Support all staff in understanding the needs of SEN pupils and ensure the objectives to develop SEN are reflected in the Raising Achievement Plan.
- Monitor progress of objectives and targets for pupils with SEN from Teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.
- Analyse and interpret relevant Academy, local and national data and advise the Principal on the level of resources required to maximise achievement.
- Liaise with staff, parents, external agencies and other Academies and Schools to coordinate their contribution, provide maximum support and ensure continuity of provision.

**Support and develop teaching and learning so that all students with SEN and vulnerable groups within the Academy make maximum progress****Key tasks:**

- Support the identification of and disseminate the most effective teaching approaches for pupils with SEN and vulnerable children
- Work with the staff to develop effective ways of bridging barriers to learning through: Assessment of needs, monitoring of teaching quality and pupil achievement, target setting including pupil passports, developing a recording system for progress.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day to day coordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.
- Work with teachers, Senior Leaders and pastoral staff to ensure all pupils learning is of equal importance and that there are realistic expectations of pupils.
- Consider the range of teaching strategies/equipment that could be utilised for pupils on the SEN register.
- Advise on and contribute to the professional development of staff, including whole school INSET provision.

**Safeguarding Responsibilities**

- Uphold the Safeguarding practices and policies as required by the academy and the Department for Education.
- Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the Academy's agreed procedure.

**Generally:**

- Undertake teaching of small groups and cover work when required.
- Undertake playtime and lunchtime duties.

Be part of the Inclusion Team and take a full and active part in this team. Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed

### **ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the postholder.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the postholder) to reflect the changing needs of the Trust.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Chief Executive Officer or his/her representative.

**This job needs to be considered in the context of a changing and evolving Trust and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.**

#### **NOTE:**

**This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.**

**Signed: ..... Date: .....**

**SEND Lead**

**Signed: ..... Date: .....**

**Principal**

***One copy to be retained by member of staff and one kept on file at the Academy.***

**THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974**

**AMBITIONS ACADEMIES TRUST IS COMMITTED TO PROVIDING A SAFE,  
SUPPORTIVE AND STIMULATING ENVIRONMENT FOR ALL ITS PUPILS  
FOLLOWING SAFEGUARDING CHILDREN 2004 GUIDELINES**

**Outstanding Achievement for All**