



Job Description SEND Lead

Employer	Castleman Academy Trust	Salary	Support Staff Grade F - SCP 12-17
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Key Purpose

- Ensure that all students with Special Educational Needs (SEND) within the school are adequately supported.
- Liaise with the school's Special Educational Needs Co-ordinator (SENDCo) and with staff, parents and outside agencies in order to ensure that best practice is achieved and that students with SEND receive optimal assistance.
- Work with a range of stakeholders, parents, support staff, outreach agencies and other schools to ensure the continuity of support and progress of individual pupils.

Key Responsibilities and Duties

- Support SEN Admin with Provision Maps to ensure Learning Plans and provisions are in place and reviewed in order to share with parents and staff
- Support teachers to take ownership of Learning Plans and liaise with families
- Work with SENDCo to ensure staff are confident in delivering Ways In and Scaffolds for students to ensure they can access the learning
- Quality assure student provisions through triangulation i.e. Learning walks, evidence in books and student voice
- Manage the SEND register in liaison with the SENDCo
- Support with in house assessments and making referrals to outside agencies including arranging appointments in school and gathering feedback from external professionals
- Communicate regularly with staff in relation to external reports and specific changes to provision
- Support and monitor the effectiveness of interventions
- Build positive, support relationships with parents, signposting them to relevant agencies.
- Make referrals to agencies such as Outreach, Family Support and Community Paediatrician.
- Support students with transition between phases, including visiting local schools
- Undertake such other duties as may be required from time to time commensurate with the level of 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
- Comply with all decisions, policies and standing orders of the school and Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding to promoting the welfare of children and young people in accordance with the school and Trust's agreed procedure
- All internal and external contacts are dealt with in the utmost confidentiality in line with Trust and School policies.
- The post holder will undertake a variety of advanced tasks that require detailed knowledge and skills, including caring, communication and interpersonal skills, behaviour management, and child protection issues.

Any other duties commensurate with the role of an SEND Lead that may be required from time to time. The SEND Lead is accountable to the Trust Board and Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description may be subject to amendment or modification at any time after consultation with the postholder if requiring review. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.



Job Description SEND Lead

Education/Qualifications	Desirable	Essential
5 GCSE's with a minimum of grade C or above in Maths and English (or equivalent qualifications) and a good standard of general education		X
HLTA Qualification or similar level of qualification	X	

Experience & Knowledge	Desirable	Essential
Knowledge of school's behaviour and management policy and procedures	Training provided in school	
Knowledge of school's fire and emergency procedures		
Knowledge of Child Safeguarding procedures		
Experience of working with children		X

Skills	Desirable	Essential
Ability to engage children in creative and innovative play		X
Resilience and ability to work under pressure		x
Ability to work under own initiative		X
Ability to build positive working relationships with staff, parents and outside agencies		x
Ability to manage some challenging behaviour from children		X
Sensitivity plus the ability to handle confidential information with discretion and in line with Data Protection requirements		X
Team player		X
Flexible, adaptable approach to achieving job requirements		X
Willingness to attend school-based training		X
Postholder must have, or have the ability, to develop, the necessary in-depth knowledge and understanding of SEND legislation to undertake the role effectively		X
Ability to organise work appropriately and prioritise a large workload		X

Additional Requirements	Desirable	Essential
A commitment to getting the best outcomes for all students, despite any SEND and promoting the ethos and values of the school		X
Commitment to developing and maintaining good relationships with parents, children and staff		X
Ability to deal calmly and compassionately with difficult situations		X
Ability to understand pupils' emotional and social needs		X
Experience within a SEND setting or working with children with SEND		X
Ability to always develop and maintain appropriate relationship and boundaries		X
The ability to manage referrals and maintain an accurate and confidential system of records within GDPR guidelines		X

Safeguarding and Special Requirements	Desirable	Essential
The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment.		X
The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references.		X

It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.		X
The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos		X

Company Name: Castleman Academy Trust
 Registration: 9101036
 Number: Tudor Road, Broadstone, Dorset, BH18
 Registered: 8AA
 Address:

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