



JOB DESCRIPTION

NAME:

POST: SEND Lead

GRADE: 6 (SCP 16-22)

RELATIONSHIPS:

The post holder is accountable to Senior Leadership Team in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE:

1. Jointly with the 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.

MAIN DUTIES & RESPONSIBILITIES:

Jointly with the 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 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.
- To support the writing of and evidence gathering for new EHCPs
- To contribute, coordinate and lead annual reviews and Individual Education Plans
- To liaise with external services (eg. OT, SALT, CAMHS) and coordinate support within school.

GENERAL:

- To promote and support AAT's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.

- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

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 post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

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 post holder) to reflect the changing needs of the Trust.

Signed: **Date:**

Post Holder

Signed: 

Date: 15th November 2023

Chief Executive Officer

Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974

Outstanding Achievement for All