Job Description

Roles and Responsibilities

* develop and oversee the implementation of the school’s SEND policy and report and keep the SEND register up-to-date
* promote a culture and ethos that promotes achievement for all and inclusivity
* carry out assessments of pupils with SEND to identify needs and monitor progress – including observations in the classroom and meeting with teachers and parents
* work with classroom teachers, the school leadership team, parents and relevant external agencies to develop, implement and monitor individual support/learning plans
* provide regular updates on pupil progress through written reports and meetings with parents
* make referrals and liaise with professionals outside of the school – this could include psychologists, health and social care providers, speech and language therapists and occupational therapists
* provide advice, guidance and training to staff on supporting pupils with SEND
* support teachers to develop schemes of work and learning programmes for pupils with SEND
* support teachers to develop and implement effective teaching and behaviour management approaches in the classroom
* manage and advise on the school budget and resources for SEND provision, including applying for High Needs Funding.
* develop and maintain systems for keeping pupil records, ensuring information is accurate and up to date
* analyse school, local and national data and develop appropriate strategies and interventions
* ensure the SEND section of the school website is updated and accurate
* make applications for access arrangements for PESE and KS2 SATs assessments.
* manage teachers, teaching assistants and support staff to improve pupil progress and attainment for all pupils
* work alongside parents, pupils and link schools through the process of transition, both infant to junior and junior to secondary
* lead weekly teaching assistant meetings and produce minutes
* assist with staff appraisals and produce appraisal reports
* keep up to date with national and local policies related to SEND and cascade information to staff and governors

Skills needed

You’ll need to have:

* a strong commitment to raising educational attainment for children and young people with SEND, including working with pupils directly and supporting other staff to do so
* a willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments
* influencing and negotiation skills – to influence school strategy and policy, secure sufficient internal resources, and secure the necessary support from external agencies
* leadership skills – to inspire and motivate other teachers, model good practice, and develop a whole school commitment to supporting pupils with SEND
* interpersonal skills – for building relationships with parents, teachers, and external professionals
* written communication skills – for writing learning and support plans, reports on pupil progress, and training and guidance for staff
* organisation and time-management skills – needed for prioritising and balancing a busy and varied workload
* empathy and emotional intelligence, for recognising and responding sensitively to, the needs of pupils and parents
* analytical and problem-solving skills – necessary for analysing school, local and national data and developing appropriate strategies and interventions.

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| **Qualifications** | * Qualified Teacher Status * The National Award for SEN Co-ordination |
| **Experience** | * Teaching experience * Experience of working at a whole-school level * Experience of conducting training/leading INSET * Interviewing for teaching assistants * DSL experience (desirable) |
| **Skills and knowledge** | * Effective communication and interpersonal skills * Sound knowledge of the SEND Code of Practice * Understanding of Quality First teaching * Knowledge of a wide range of effective intervention strategies * Ability to plan and evaluate interventions * To be able to analyse and interpret relevant data to inform provision planning * Ability to build effective working relationships * Good record-keeping skills * Ability to work under pressure and prioritise effectively |
| **Personal qualities** | * To be driven to achieving the best outcomes for all pupils * The ability to promote and model the school values * Commitment to equal opportunities * To maintain levels of confidentiality * To show commitment to safeguarding |

Person Specification