**Job Description – Special Educational Needs and disabilities (send) HLTA**

# Job details

**Grade: KR6**

**Reporting to:** Assistant Headteacher - SENCO

**MAIN PURPOSE**

Strategic responsibility for SEN provision across the school and oversight of the day-to-day implementation of the SEND support for students and new SEND staff.

**DUTIES AND RESPONSIBILITIES**

1. Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability.
2. Provide professional guidance to colleagues, working closely with staff, parents, and other agencies.
3. Maintain an accurate intervention records and overview of provision maps.
4. Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support.
5. Be aware of the provision in the local offer.
6. Be a key point of contact for external agencies, especially the local authority.
7. Analyse assessment data for pupils with SEN or a disability, identifying gaps and supporting staff with next steps.
8. Implement and lead intervention groups for pupils with SEN and evaluate their effectiveness.
9. To oversee the induction and probation of new staff in the department
10. Support with the performance management of existing support staff.
* Where appropriate to support students in class as well and setting up and running small group interventions.
* To support with the preparation of statutory documentation

**Footnote**: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**PERSON SPECIFICATION**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** |  |
| **EXPERIENCE** |  |
| **SKILLS AND ABILITIES** |  |
| **KNOWLEDGE** |  |