

## **Role Description**

### **Purpose**

- To determine the strategic development of the SEN Policy and provision in order to raise achievement of students with Special Educational Needs in collaboration with academy Senior Leaders, the Headteacher/Head of School and Scrutiny Boards.
- Manage a whole school response to inclusion to ensure high quality, barrier free learning and outcomes for students.
- To support academy leaders in understanding the needs of a diversity of students and provide professional guidance for SEND leaders and teams in line with the SEND Act and to ensure quality first teaching.
- To assist in the monitoring and evaluation of the effectiveness of teaching and learning and be actively involved in the analysis of relevant data, research and monitoring within the academy in order to develop appropriate interventions, accelerate progress, narrow the gaps and hold leaders to account.
- To provide strategic direction and contribute towards alternative pathways as required.
- To secure additional funding and advise the Headteacher/Head of School on the resources needed to maximize inclusion and deploy staff and resources efficiently to achieve best practice principles.
- To ensure statutory duties outlined in the code of practice/SEND Act are met.
- To ensure appropriate representation at meetings that enable updates, securing funding and managing programmes.

### **Duties – General**

- Work in accordance with the schools' statement of aims and values and implement strategies within policies adopted by governing body of the school.
- Help to raise achievement and aspirations of the students by providing challenge and support to staff.
- Liaise effectively with external agencies and scrutiny boards.
- Carry out the general and specific professional duties as set out in the current 'School teachers pay and conditions document', QTS standards and school documentation for classroom teacher and tutor
- To play a full part in the life of the school community, to support its vision and values and to encourage and ensure staff and students to follow this example.
- Initiate and manage change and improvement to develop SEND agenda within the school and wider trust.
- Undertake monitoring and evaluation activities to ensure standards are met and appropriate intervention put in place.

### **Duties – Specific**

- Oversee the day-to-day implementation of the school's SEND policy ensuring that statutory regulations are met and all children make good progress.
- To report to the Headteacher on the progress of those children with identified SEND needs and meeting of statutory regulations.
- To keep up-to-date with national developments in the SEND including practice and methodology.
- To actively monitor and respond to development and initiatives at national, regional and local levels.
- To raise standards of pupil attainment and progress across the whole curriculum and to

monitor and support pupil progress and attainment with particular regard to SEND.

- To devise, implement and deliver strategies to ensure the school is an environment where all pupils, including those from different starting points, make very good progress in developing their reading, writing and communication skills.
- To ensure the provision of SEND support is in accordance with the aims of the Trust and the curricular policies determined by the Headteacher.
- Monitoring and evaluation of relevant data on all students with Special Educational Needs and EAL in order to modify provision in liaison with school leaders and ensuring achievement.
- To ensure the maintenance of accurate and up-to-date information and records concerning SEN.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- Work with the Deputy Headteacher to access and deploy resources to meet student needs.
- To work with the Deputy Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of additional adults.
- To set up, monitor and oversee the provision maps across the academy.
- To establish the process of the setting of targets across the academy's provision maps and to work towards their achievement.
- To establish common standards of practice within the area and develop the effectiveness of identification and support strategies within SEND.
- To monitor and evaluate the SEND area in line with agreed academy procedures including evaluation against quality standards and performance criteria, including a termly evaluation report to the DHT.
- Liaising with external and internal agencies.
- To work collaboratively within our family of schools and represent the academy at local SEND meetings including springboard.
- To be accountable to the Deputy Headteacher in the first instance and the Headteacher.
- To monitor progress against the school strategic plans.
- To report strengths and areas for development and subsequent actions.
- To attend relevant meetings and school events.