



Job Description and Personal Specification

KS3 SEND Lead



KS3 SEND Lead

Salary: LTB1

Vision

The Laurus Vision is for everyone regardless of background or circumstance to be inspired, to thrive in all environments, to recognise what it takes to succeed, to set aspirational goals and work hard to achieve them.

Core Purpose of the Post

The KS3 SEND Lead takes responsibility for the provision made by the school for students with SEND across KS3. The KS3 SEND Lead collaborates with the Trust Director of SEND to ensure that provision for students with special educational needs and/or disability, is efficiently and effectively managed.

The KS3 SEND Lead has the following responsibilities;

Strategic direction and development of SEN provision

- ❑ Lead on provision for students with SEND across KS3. Respond to the needs of these students as the main point of contact for teachers, parents and students.
- ❑ Lead staff across the school to ensure that the needs of students with SEND are well understood by all and that everyone fulfils their statutory responsibilities.
- ❑ Lead the transition process for students with SEND, building effective networks with local primary schools in order to collate transition information. Ensure that the needs of students with SEND are well understood before entering the school, and that appropriate support plans are in place
- ❑ Monitor, evaluate and review the quality of SEND provision by maintaining effective systems to identify and meet the needs of students.
- ❑ Use performance data to regularly track the progress of students with SEND and use this information to divert resources to where they are most needed.
- ❑ Lead on the strategic direction of SEN provision by creating the Learning Support development plan, to ensure continuous improvement in the provision for students with SEND.
- ❑ Promote inclusive practice across the school in order to secure the academic, social and emotional development of young people.
- ❑ Lead training opportunities and provide advice to staff on SEND, to ensure that all staff have the right knowledge and skills to support students with SEND effectively.
- ❑ Liaise with and coordinate the contribution of external agencies.
- ❑ Maintain and develop up-to-date knowledge of National and local initiatives which may impact upon policy and practice.

Leadership and Management within Learning Support

- ❑ Line manage a number of staff within the Learning Support team, identifying and responding to professional learning needs and targeting areas for development across the staff team.

- ❑ Quality assure the working practise of our Learning Support team, by completing formal observations across the team and feeding back to individual staff members.
- ❑ Lead the induction process for new members of staff, monitoring their progress through the probationary professional development reviews.
- ❑ Lead and coordinate an appropriate CPD program across the Learning Support team, so that all members of staff have the right knowledge and skills to fulfil their roles effectively.
- ❑ Lead team meetings, training and briefings to ensure that effective systems of communication are in place across the team in collaboration with the whole school SEND Lead.
- ❑ Lead and encourage all staff to recognise and fulfil their statutory responsibilities.
- ❑ Represent the school during after school events as deemed appropriate by the Trust Director of SEND.

Progress achievement and attainment of Students

- ❑ Plan and deliver intervention lessons for students with SEND to target underperformance and enhance rates of progress
- ❑ Be an active part of the pastoral team, working collaboratively with Heads of Year and Heads of House to monitor and support the progress of all students and ensure that all SEND needs are identified across KS3.
- ❑ Monitor evaluate and review the achievements, progress and attainment of students with SEND across KS3 and divert resources to where they are most needed.
- ❑ Collect and interpret specialist assessment data gathered on pupils and use it to inform practice.
- ❑ Work with students, parents, and staff to ensure realistic expectations of progress, attainment and achievement is set for students with SEND.
- ❑ Implement systems for colleagues to monitor and record progress made by students with SEND and additional needs
- ❑ Chair multi-agency meetings for students with SEND and ensure they remain an effective means of supporting students with complex SEND.
- ❑ Review School Focused Plans and EHCPs with parents, students, and teachers and agree and communicate new targets.
- ❑ Develop and implement initiatives to further support the academic, social and emotional progress of students with SEND.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Job holders will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Head teacher/Senior Leadership Team from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

Person Specification

Attributes	Essential	Desirable	How identified
Education and training	<ul style="list-style-type: none"> GCSE qualifications or equivalent at grade C or above (including English and Maths) 	<ul style="list-style-type: none"> Relevant NVQ3 or equivalent qualification First Aid qualification or willingness to take such a qualification GCSE Maths and English Grade C or above. 	Application form / interview
Relevant experience	<ul style="list-style-type: none"> Experience of supporting other professionals develop their skills and knowledge in relation to SEND Experience of working with young people who are vulnerable and/or who have special educational needs Experience of using a range of software packages and hardware devices e.g. Office, Apple products, tablets etc Experience of working collaboratively with parents to secure better outcomes for young people 	<ul style="list-style-type: none"> Experience of delivering intervention to small groups of students or on a one to one basis Experience of developing student profiles Experience of working with children and young people within an educational environment Evidence of working with outside agencies linked to school Experience of leading others to achieve a joint outcome Previous line management experience 	Application form / interview
Knowledge and skills	<ul style="list-style-type: none"> Ability to support teaching staff to enable students to achieve their full potential ICT skills – SIMS, Word, Excel Ability to motivate and encourage individuals and small groups of students under supervision Ability to assess, record, monitor and 	<ul style="list-style-type: none"> An understanding of the current provision for students with special educational needs and current developments in SEN 	Application form / interview

	<p>report on the progress of learners</p> <ul style="list-style-type: none"> • Solution focused • An understanding of safeguarding issues • An understanding of the principals of child development and learning processes • An up to date knowledge and understanding of the practices and procedures within SEN, relating to the welfare, safety and education of students • Excellent communication skills with pupils, parents and other staff. 		
Personal and professional values	<ul style="list-style-type: none"> • Team player, collegiate and collaborative • Sensitive, perceptive and responsive to needs • Flexible • Professional and proactive approach to work • Reliability and consistency • Positive attitude, optimistic • Willingness to go the “extra mile” • A commitment to CHHS aims • Able to maintain confidentiality 		Application form / interview/References

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The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



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