



## **The Shropshire Gateway Educational Trust**

### **Lacon Childe School**

#### **SEN Hub Support Leader**

This is a full-time position : 37 hours per week all year around, requiring some flexibility in daily working arrangements to ensure that the school and pupil needs can be met

Salary within range NJC point 22 - 25 : £27041 - £29577.

This position carries an annual leave allocation of 26 days plus public holidays

Progression is subject to annual performance management

Reporting to: SENCO, Headteacher

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#### **Main purpose of the position**

- To assist in the promotion, direction and oversight of high standards of support for teaching and learning, pupil achievement and progression through effective inclusion for pupils with special educational needs.
- To assist in managing, developing and maintaining high-quality SEN provision.
- Observing pupils in the classroom, to coach and train colleagues.
- To promote the profile of the SEN Hub and the importance of its integration within the whole school.
- To ensure that awareness of SEND issues is maintained across school.
- The SEN Hub Leader will be responsible for ensuring the effective delivery of SEND Specialist Services within the specialist area and to share this knowledge across all areas of the school curriculum.
- To work closely with faculty leads and the SENCO to ensure pupil academic needs are met.
- To work with Pastoral Leads to ensure welfare needs of pupils are met.
- To complement the work of teachers by taking responsibility for the organisation and support of agreed learning activities for pupils based within the SEN Hub.
- Work with children and young people who have a range of significant and complex SEND. The primary focus is to do specified work with individuals, to support pupils working with them both independently and collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources.
- To deliver learning to individuals or small groups as required.
- To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring and assessing.
- To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.
- Plan, prepare and deliver learning to individuals, by differentiating and adapting activities to provide positive learning outcomes.

- To support with assessing, recording and reporting pupil progress and attainment.
- Work with Faculty Leads to plan and implement strategies, preparing and developing resources for learning activities.
- Contribute to the development and implementation of Support Plans for pupils, including attendance at, and contribution to, reviews if necessary.
- Where appropriate, attend meetings and provide information about pupils.
- Provide emotional, physical and specialist support so pupils can access the curriculum and participate fully in school activities.
- Provide support for pupils who display challenging behaviour and contribute to their development.
- Work collaboratively with teachers, other relevant professionals, and external agencies.
- Working alongside multidisciplinary professionals by assisting with the planning and delivery of relevant therapy programmes.
- Assess the needs of pupils and use detailed knowledge and skills to support and advance pupils' learning.
- Plan and implement strategies to support pupils in their social development and their emotional well-being, dealing with and following the school's policy on reporting problems as necessary.
- Establish and maintain relationships with parents/carers and other professionals, e.g., speech therapists.
- Provide regular communication to parents/carers regarding pupils' learning; Contribute to meetings with parents/carers by providing constructive feedback and specialist advice/knowledge e.g., pupil progress/achievement.
- To keep all paperwork and records up to date and actioned, as appropriate.
- Be a role model for pupils through personal presentation and professional conduct.
- Perform duties in accordance with school procedures to ensure pupil safety.
- Model a determination to succeed and a positive attitude to your work.
- Support recruitment and induction processes of teaching assistants working with pupils based within the specialist facility.
- To support the professional development of the SEN Hub staff in line with the needs of specific pupils or SEN as a whole and to ensure all appointed staff have the appropriate level of expertise and are familiar with national and school policies, protocols and practice standards.
- To ensure safeguarding training and measures are maintained within the SEN Hub staff team.
- To quality assure the work of the team and deal with any issues of poor performance in accordance with Trust HR guidelines and procedures. Provide professional supervision and specialist support to all those in the team.
- To carry out performance management of Teaching Assistants within the SEN Hub and to actively support their continual professional development.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources; in line with school policy.
- Maintain a clean, safe and tidy learning environment.
- Assist with the supervision of pupils before school, break times, lunchtimes and after school clubs if required.
- Accompany teaching staff and take responsibility for pupils on visits, trips and out of school activities as required.

- Be responsible for pupils who are not working to the normal timetable.
- Provide basic first aid, liaising with senior leaders and medical staff and, if appropriate, referral to health service in emergency cases.
- May be asked to Administer medication subject to agreement and in line with school policy and procedures.
- To support pupil needs in the invigilation of examinations and tests.
- Support pupils to develop their skills of independence, resilience and confidence and self-esteem.
- Support the use of ICT in the curriculum Support for the School.
- Be aware of and comply with policies and procedures relating to safeguarding, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to always comply with health and safety requirements.
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- To attend all relevant meetings, including morning briefings, staff meetings and parents' evenings.
- Participate in training and other learning activities and performance development as required to meet individual pupil and staff needs including.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.

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May 2021