

JOB DESCRIPTION



SCHOOL: PAULET HIGH SCHOOL
POST: SENIOR LEADER - SENDCO
Responsible to: SLT LINE MANAGER
Leadership Scale: 6 to 10

Context

Members of the senior leadership team at Paulet High School are highly visible, creative and determined leaders who are constantly striving to reach the very best for our young people. They walk like leaders, act as role models to all, and empower colleagues to be the best versions of themselves for the betterment of our young people. The role of Senior leader – SENDCO is no different to this and should be seen in this context by all.

Core Senior Leader roles

- To be a member of the extended Senior Leadership team at Paulet High School
- To attend two LGB meetings per year to directly report on progress and outcomes of our SEND students
- To attend SLT strategic meetings on a fortnightly basis
- To attend SLT morning briefing on Mondays
- To be a part of the SLT lunchtime rota
- To make a significant contribution to our collaborative work within JTMAT

Core Purpose of the Post:

- Effective leadership of the SEND and Inclusion departments
- Bringing a unified purpose to the SEND operations, specialist resources and staff
- Maintaining and enhancing a culture that is both supportive and aspirational, ensuring barriers to learning are removed and the needs of SEND students are met, helping them to achieve
- Ensuring the school meets the statutory provision according to the SEND Code of Practice
- Establishing highly effective working practices with staff, parents and students
- Supporting leaders and teachers by setting challenging targets and developing clear improvement plans and systems, where the impact of actions can be shown
- Using data to support, monitor, evaluate and enhance aspects of provision and support
- Working with positivity, determination, optimism, commitment and a relentless approach to fulfil our aims, values and ethos

Roles & Responsibilities:

Strategic Leadership, Development and Operational Management of SEND and Learning Support

- Establish, communicate and embed an agreed vision for SEND and that aligns with the School's aims and values
- Lead the development, implementation and evaluation of the school's SEND Policy and the SEND Information Report and maintain an awareness of provision in the Local Offer
- Facilitate and evaluate the school's use of the SEND Code of Practice to ensure that the school conforms to all statutory guidance concerning SEND

- Maintain accurate recordkeeping, an accurate SEND register and provision map to ensure provision meets both needs and statutory provision, including overseeing the identification and review of students with SEND
- Maintain an up to date SEND register and ensure that this is effectively communicated with stakeholders
- Build capacity amongst staff to deliver and sustain the highest quality specialist provision and outcomes for young people with SEND
- Liaise with parents/carers, agencies and other providers to plan and evaluate provision
- Lead on the completion of 'plan, do, review' cycles and prepare applications for EHCPs
- Having an oversight on the impact of EHCPs, APDRs, Passports to Learning and IHCPs and deploy resources to ensure all statutory duties are fulfilled and reviewed accurately
- Accurately conduct on-going self-evaluation processes to produce, cost, implement and review effective Department Development Plan (DDP) and School Development Plan (SDP) aims, objectives and actions, to secure continuous improvement
- Lead on the transition process for students with SEND, to ensure a smooth transition
- Manage the provision for students with medical conditions
- Manage the provision for our "looked after" students monitoring their progress and well-being
- Liaise with carers, social workers and the virtual school ensuring PEPs are arranged and completed within the given timeframe

Responsibility for students with SEND

- Lead staff to provide for the needs of students with SEND through appropriate differentiation, support and challenge
- Maintain a safe and productive learning environment for all students, dealing with discipline issues that occur and actively supporting the school's Behaviour and Rewards policy, advising on students with SEND as required
- Monitor and evaluate behaviour and rewards data for students with SEND to address, challenge and support students and staff
- Commit to safeguarding and promoting the welfare of children and young people

Attainment and Progress & Accountability

- Ensure that the quality of learning, teaching and wellbeing is the main focus for all work in the SEND and Inclusion departments.
- Analyse the performance of SEND students to inform future improvement plans
- Maintain accurate and comprehensive records of student progress in SEND
- Implement informed robust intervention strategies to support progress and well-being
- Produce and maintain reports as required, analysing student outcomes, and present these to SLT/governors where appropriate
- Lead examinations Access Arrangements, in collaboration with the Access Arrangements Manager and Exams Officer
- Liaise closely with senior and middle leaders to ensure that targets for whole school attainment and progress are met in line with performance indicators (school and national)
- Present a coherent and accurate account of performance on identified areas in a form appropriate to a range of audiences (students, staff, SLT, Parents, LGB, JTMAT board)

Leading Teaching and Learning and CPD

- Support classroom teachers to ensure that teaching and learning, assessment and planning for students with SEND is highly effective
- Ensure a culture and ethos of support and appropriate challenge for students with SEND and in the Learning Support Department, enabling all students and staff to fulfil their potential

- Establish creative, responsive and effective approaches to learning and teaching that support the needs of students
- Monitor, evaluate and review classroom practice, promote improvement strategies, challenge underperformance and ensure effective corrective action and follow-up
- Maintain an up-to-date knowledge of SEND related educational research to inform practice.
- Contribute to the whole school and wider CPD programmes

Leading and Managing Staff

- Develop a cohesive SEND team that has a clear sense of direction and purpose
- Lead regular briefings and/or meetings with departmental staff
- Delegate appropriate activities to staff and hold them to account for areas of responsibility
- Using agreed school procedures monitor and evaluate standards. Provide feedback to individual colleagues identifying strengths and areas for improvement
- Induct, support and monitor new SEND staff
- Treat people fairly, equitably and with dignity and respect to create and develop a positive culture of personal responsibility and the celebration of excellence
- Manage own workload and that of others to allow an appropriate work life balance

Other responsibilities

- Carry out professional duties as set out in the School Teachers' Pay and Conditions Document
- Engage fully with Appraisal, in terms of own annually agreed objectives and in acting as an appraiser for members of the SEND department
- Be responsible as the Budget Holder for resources allocation related to SEND
- Ensure all practice is 'best practice' in terms of safeguarding and promoting the welfare of young people
- Carry out such duties as may be reasonably required by the Headteacher