**Purpose:**

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| **Reporting to:** |
| * SLT/ Assistant Headteacher i/c Closing the Gap |
| **Responsible for:** |
| * The provision of a full learning experience and support for all students. * Performance Management (E.g. TAs) |
| **Liaising with** |
| * Headteacher / DHT / AHTs, teaching/support staff Inc. student support services, YLs and AYLs, EWO, LA Representatives, external agencies, parents and Governors. |
| **Working Time** |
| * 0.7-1.0 full-time equivalent (fte) |
| **Salary/Grade** |
| * MPS / UPS TLR: 1b |
| **Disclosure Level** |
| * Enhanced |
| **MAIN (CORE) DUTIES**  **Operational/Strategic Planning** |
| * To lead on the RAP (Department’s Raising Attainment Plan) and its implementation. * To contribute to the whole School’s planning activities. * To lead on CPD to teaching and support staff in maximising achievement for SEND and vulnerable students. * Ensure the co-ordination of special arrangements in external examinations for students with specific requirements.   **Curriculum Provision**   |  | | --- | | * To liaise with the Deputy Head (Curriculum) to ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation (SEF) * To ensure that SEND students are on the most appropriate pathway and that Alternative Provision is monitored and reviewed in conjunction with the Deputy Headteacher (Curriculum). |   **Deployment and Recruitment of Staff**   |  | | --- | | * To work with the Deputy Head (Curriculum) 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 the SEND department’s support staff. | | * To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the SEND department. | | * To make appropriate arrangements when staff are liaising with the Cover Manager to secure appropriate cover within the SEND department, where appropriate. | | * To participate in the interview process for teaching assistant posts when required and to ensure effective induction of new staff in line with School procedures. | | * To promote teamwork and to motivate staff to ensure effective working relations. | | * To be responsible for the day-to-day management of staff within the SEND department and act as a positive role model. |   **Quality Assurance**   |  | | --- | | * To ensure the effective operation of quality control systems. * To establish the process of the setting of targets within SEND and to work towards their achievement. * To contribute to the School procedures for lesson observation. | | * To implement School quality procedures and to ensure adherence to those within the SEND department. * To monitor and evaluate the curriculum and wider provision of SEND students in line with agreed School procedures including evaluation against quality standards and performance criteria. * To seek/implement modification and improvement where required. * To ensure that the SEND department’s quality procedures meet the requirements of Self Evaluation (SEF) and the Strategic Plan (SSDP). |   **Management Information**   |  | | --- | | * To make use of analysis and evaluate performance data provided and produce reports within the Annual SEF Review cycle for SEND. * 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. * To produce reports within the Annual SEF Review cycle for SEND. * To produce reports on examination performance, including the use of value-added data. * In conjunction with the relevant member of SLT, to manage the collection of data. * To provide the Governing Body with relevant information relating to SEND students’ performance and development. * Monitor, evaluate and review classroom practice and interventions, promoting improvement strategies to ensure all SEND students achieve. * Have an understanding of the robust tracking systems that are in place and use data effectively to identify attainments gaps. |   **Marketing and Liaison**   |  | | --- | | * To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases. * To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of SEND support at Open Days/Evenings and other events. |   **Specific Responsibilities**   * To ensure that SEND and the Inclusion Resource Provision (IRP) are effectively led and managed. * To ensure all statutory and legal requirements are met for children with SEND. * Quality assure and monitor EHCP reviews ensuring that all statutory responsibilities are in line with the Code of Practice. * Review the strategic plan for SEND groups with the SEND teacher and action as appropriate. * Manage the available resources of space, staff and equipment efficiently, including deploying the SEND budget and keep appropriate records. * Have a rigorous approach to ensuring the best outcomes for students with SEND.   **Learning and Teaching**   * Identify and adopt the most effective teaching approaches for students with SEND. * Support and influence teaching to promote outstanding pedagogy (QFT) * Review and develop the quality of teaching and standards of learning and achievement of SEND students, with a range of needs. * Support all members of staff to recognise and fulfil their statutory responsibilities to students with SEND and understand the importance of QFT taking ownership of additional provision and the progress children (with SEND) make in their class/teaching group. * Disseminate the use of effective teaching approaches and behavioural strategies for students with SEND across the whole School, with a focus on effective differentiation and personalisation.   **Communication and Information Sharing**   * To ensure that all members of the SEND and IRP area are familiar with its aims and objectives and those of the school. * Communicate effectively with all stakeholders (students, parents/carers, staff, outside agencies) to secure the progress and well-being of students with SEND. * Maintain an effective partnership and outstanding communication with parents and carers to support and improve student’s achievement and personal development. * Develop systems and infrastructure to ensure ease of communication and fulfilment of statutory responsibilities. * To ensure that all aspects of the school’s website associated with the SEND area are up to date and relevant. * Update the SLT and Governing Body on the effectiveness of provision for students with SEND. |
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| **Other Specific Duties:** | |
| * To continue personal development as agreed. * To comply with the School’s Health and Safety Policy and undertake risk assessments as appropriate. * To uphold the school’s Child Protection and Safeguarding policies and procedures. * To undertake any other duty as specified by Statutory Teachers Pay and Conditions Document (STPCD) not mentioned in the above. * To engage actively in the Performance Review process. * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. * Employees 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 Specification. * Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. * The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee for develops a disabling condition. | |

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.