



St Mary Magdalene C of E School (Secondary Phase)

JOB DESCRIPTION

Purpose of the job

To be responsible for the provision of the Inclusion team and SEN learning support to enable high quality teaching and learning; effective use of resources; drive support of pupils' learning to raise achievement and standards; and fostering inclusive practices in relation to teaching and learning and safeguarding.

Responsibilities

- To be responsible for the SEN/inclusion provision, including TAs, LSAs, SEN teachers and SEN administration.
- To be responsible for the special educational needs of pupils within the school.
- To promote a professional, caring and supportive learning atmosphere within the school.
- To manage appropriate resources for special needs and learning support and ensure that they are used efficiently, effectively and safely.
- Plan, assess and support pupils' learning and progress against the school's policies, data and curriculum and national requirements.
- To develop curriculum resources to ensure that pupils identified on the SEN Register have the required levels of support.
- Within the context of the school's aims and policies, to develop and implement learning support policies, plans, targets and practices.
- To sustain effective SEN teaching, evaluating the quality of teaching and standards of pupils' achievement, and setting targets for improvement.
- Manage and evaluate intervention programmes.
- To provide all those with involvement in special needs the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.
- To teach classes and groups where necessary as allocated.
- Responsible for the provision of special educational needs learning support, including the allocation of support time and the writing of individual education plans.
- Liaise with relevant outside agencies to ensure that individual pupil special additional educational needs are met effectively and that the requirements of Education Health Care Plans (EHCP) are met fully.
- Ensure that accurate and detailed records are kept of meetings and discussions with parents/carers and outside agencies.
- Ensure that the SEN Register is kept accurate and up to date and that staff are kept informed of pupils' special educational needs.
- Work collaboratively with other staff to ensure that individual education plans are used to set subject-specific targets and match work well to pupils' needs.
- Monitoring of the effectiveness of individual education plans and arrange annual reviews.

- Curriculum development work of the learning support team, including the development and implementation of course outlines, syllabuses and schemes of work.
- Devise, implement and updating of learning support team policies which reflect the school's commitment to high achievement, and effective teaching and learning.
- Analyse and interpret relevant national, local and school pupil data, plus research and inspection evidence, practices, expectations, targets and teaching methods.
- Use data effectively to identify pupils who are seriously underachieving and where necessary create and implement suitable intervention strategies to support those pupils. Review the effectiveness of these intervention strategies.
- Contribute to the writing of the School Improvement Plan in regards to Inclusion and SEND.
- Provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
- Lead meetings for learning support staff, communicate information and co-ordinate resulting action.
- Monitor the day-to-day management of the learning support work areas, creating a safe, effective and stimulating environment for the teaching and learning of our learning support/pastoral hub.
- Responsible for the annual SEN support team timetable, to ensure the best use of subject and other expertise.
- Ensure the effective and efficient management and organisation of learning resources, including ICT, allocating available resources with maximum efficiency to meet the objectives of the school and team plans and to achieve value for money.

Note(s)

Employees will be expected to comply with any reasonable request from their manager/senior management to undertake work of a similar level that is not specified in this job description. This is not an exhaustive list.

This job description will be reviewed where necessary and may be subject to amendment at any time after consultation with the post holder to reflect or anticipate changes in the job which are commensurate with the grade and job title. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.