

SEND Team Leader Job Description

Reports to: SENDCo

Pay Scale: 21

Main Purpose of Post:

Responsible for managing the day-to-day running of a busy SEND department. Including organisation of the support timetable, special exam arrangements, administration associated with SEND meetings, deployment of Teaching Assistants and monitoring the performance management of the team overall. The SEND Team Leader will have a key role in liaising with parents, staff and a range of external professional services whilst ensuring SEND departmental practices are in line with School Policies and Procedures.

Main Duties

- To create and manage the teaching assistants support timetable for in-class support ensuring statutory support arrangements are met at all times including during evacuation and movement time. This will involve making daily adjustments as necessary and ensuring emergency cover is provided.
- To conduct routine monitoring of the effectiveness of classroom support and make appropriate recommendations and implement change as appropriate.
- Responsible for the line management of a team of teaching assistants including employee relations, recruitment and performance management in line with HR policy and procedure.
- Responsible for ensuring teaching assistants are trained in line with role / health and safety requirements and conduct risk assessments as appropriate.
- Carry out SEND associated administrative tasks including organisation and coordination of transfer reviews, annual reviews, draft planning meetings, person centred reviews and parent meetings.
- Responsible for liaison with parents, staff and external professional support agencies to provide updates and co-ordinate meetings and visits.
- Responsible for organisation of events e.g.. SEND parent workshop, PD week, induction and transition arrangements.
- Attending to the pastoral needs of students with SEND, including liaison with parents and staff.
- With the support of the SEND Administrative Assistant ensure all SEND testing and examinations are carried out and appropriate databases are accurately maintained to a high level.
- Be responsible for managing the SEND register, PLASC and Census register for SEND students through the use of SIMS.
- Work with the School exams and data team to organise exam access arrangements for mock and external examinations.
- Responsible for updating the exams access arrangements spreadsheet and working with the exams team to ensure that the correct provision is in place for students with exam concessions.
- Support the exams team before external exams to ensure the correct organisation of the students and staff supporting with exam concessions.

- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
- The post holder will be expected to work within the schools' policies and procedures.

General

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of the Hunsley Trust and School appropriate to the remit.

It should also be noted that support staff work a rotation system to ensure maximum efficiency and job satisfaction.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

The Hunsley Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are carefully screened prior to appointment.

Signed: _____ Date: _____

Name: _____ (Block Letters)