



Job Outline

Director of SEND (Extended Leadership Team)

Responsible to: Director of SEND
Salary Grade: Leadership Point 7 - 11
Full time/Part time: Full time

Job Purpose: To provide strategic development of the school's Special Educational Needs and Disabilities (SEND) provision and oversee the day-to-day operation of that policy with the aim of raising SEND student achievement and ensuring they access appropriate destinations

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

Strategic Leadership

Ensure that the school meets all its legal obligations under the most recent version of the SEND Code of Practice

Contribute effectively to the development of a positive and ambitious ethos in which all students have access to a broad, balanced and relevant curriculum and can fulfil their potential

Review and update the SEND Policy regularly, working with the SLT and SEND link governor

Self-Evaluate SEND practice across the curriculum through robust audit tools

Ensure that the objectives of the SEND Policy are reflected in the School

Improvement Plan, that effective systems are in place to identify and meet needs

Lead on student access arrangements for examinations

As Extended Leadership Team, contribute to the SIP and wider school priorities

Knowledge and understanding

Have knowledge and understanding of:

The characteristics of effective inclusive teaching and learning styles, including the main strategies for improving and sustaining high standards of student achievement and promoting positive working behaviours

Relevant research, national inspection evidence and legislation, including the SEND Code of Practice and equal opportunities legislation, and how these apply to students with SEND

The requirements to communicate information effectively to external agencies, parents/carers and other schools or colleges on transfer

How to contribute to the professional development of colleagues in relation to students with SEND

The purpose of One Plans, IEPs, EHCPs, including taking responsibility for their formulation and planning their implementation and review;

The arrangements for special provision for external examination requirements.

Planning and setting expectations:

Analyse and interpret relevant national, local and school data, plus research and inspection evidence to inform the SEND Policy, practices, expectations, targets and teaching methods

Work with students, subject leaders and class teachers with tutorial/pastoral responsibilities to ensure that realistic expectations are set for students with SEND

Managing student learning & achievement

Ensure that students with SEND achieve their full potential

To work with primary feeders and post school destinations to ensure successful transitions for SEND students

Identify and disseminate the most effective teaching approaches for students with SEND

Support the development of improvements in literacy, numeracy and ICT skills

Identify and develop study skills to support students in their ability to work independently and learn more effectively

Monitor and report on the progress of students with SEND/Additional Needs, evaluate the effectiveness of specific teaching and learning techniques and use the analysis to guide further improvement

Support colleagues in having knowledge and understanding the learning needs of students with SEND/Additional Needs and the importance of raising their achievement

Students with medical conditions

Ensure that the needs of students with medical conditions are met fully and information is disseminated to all staff regularly

Advise and contribute to the support that students with medical conditions receive and ensure that the support they receive fully meets the Equality and Inclusion framework and Supporting Students with Medical Conditions framework

Assessment and evaluation

Ensure that necessary procedures are in place for the identification and assessment of students needing additional support

Collect and interpret specialist assessment data gathered on students and use it to inform practice

Provide regular information to the Executive Headteacher, Head of School, SLT and Local Governing Body on the evaluation of the effectiveness of provision for students with SEND/Additional Needs to inform decision making and policy review

Managing and developing staff and other adults

Lead and line manage the Deputy SENDCo

Lead and line manage the SEND Team

Encourage all colleagues to recognise and fulfil their statutory quality first teaching responsibilities to students with SEND

Communicate effectively with all relevant colleagues on special provisions for external assessments

Advise, contribute to and, where appropriate, coordinate professional development to increase their effectiveness

Managing resources

Organise and coordinate the deployment of learning resources, including members of the inclusion team, as well as information and communications technology, and monitor their effectiveness

To manage the annual budget for SEND in collaboration with the Head of School

Relationships with parents/carers and wider community

Develop and maintain effective partnerships with parents/carers of students with SEND/Additional Needs so as to promote students' learning; communicate effectively; provide information to parents/carers about targets, achievements and progress

Develop effective liaison with external agencies in order to provide maximum support for students with SEND

Managing own performance and development

Prioritise and manage your own time effectively, particularly in relation to balancing the demands made by administrative duties, teaching and acting as a resource for colleagues

Take responsibility for your own professional development

Teaching Duties

Lessons delivered in line with the Senior Team allocation to include the SEND Pathway Curriculum intervention lesson and subject specialism where possible.

Safeguarding

Fulfil personal responsibilities, and support the Head of School in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- Operating clear whistleblowing procedures
- Sharing information, with other professionals
- Take responsibility as the designated professional lead for Safeguarding
- Operating safe recruitment practices

- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Head of School and/or Executive Headteacher, and will be reviewed annually.

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