

Rosary Catholic Primary School

Part of the Little Way Catholic Educational Trust

Beeches Green, Stroud, Gloucestershire, GL5 4AB

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Headteacher: Mrs J Knighton



The Role

The SEND Lead will have strategic and operational responsibility for the day-to-day leadership, coordination and quality assurance of SEND provision across the school.

This role focuses on:

- Ensuring statutory compliance.
- Driving high-quality inclusive practice.
- Managing and developing support staff.
- Securing strong academic and pastoral outcomes for pupils with SEND.
- Strengthening partnership with families and external agencies.

The postholder will work closely with the Headteacher, class teachers and the Trust SEND Lead to ensure that provision is consistent, ambitious and impactful.

Key Responsibilities

1. Strategic Oversight of SEND Provision

- Lead the operational implementation of the school's SEND policy in line with the SEND Code of Practice (2015).
- Ensure a robust graduated approach (Assess-Plan-Do-Review) is embedded across all year groups.
- Maintain an accurate and up-to-date SEND register.
- Oversee the quality and consistency of provision mapping.
- Contribute to the School Development Plan and Trust-wide SEND priorities.
- Prepare SEND documentation and evidence for Ofsted, Section 48 and Trust review processes.

2. Assessment, Monitoring and Impact

- Monitor progress and attainment of pupils with SEND across the curriculum.
- Analyse data to identify trends, gaps and priorities.
- Evaluate the impact of interventions and adapt provision accordingly.
- Ensure My plans and EHCP provision maps are precise, measurable and regularly reviewed.
- Provide evidence of progress through work scrutiny, pupil voice and data analysis.

3. EHCP and Statutory Processes

- Along with the SENCo, lead and coordinate Annual Reviews for pupils with EHCPs, ensuring statutory compliance and high-quality reporting.
- Manage referrals for specialist assessment and liaise with Gloucestershire Local Authority.
- Prepare documentation for EHCP applications and consultations.
- Oversee access arrangements and reasonable adjustments for statutory assessments.
- Ensure all statutory paperwork is completed within required timelines.

4. Leadership and Management of Support Staff

- Line manage and deploy Teaching Assistants effectively.
- Ensure TAs have clear role descriptions and measurable impact.
- Provide professional development and coaching for class teachers.
- Monitor the quality of in-class support and intervention delivery.
- Ensure efficient use of resources, including assistive technology.

5. Quality First Teaching and Inclusive Practice

- Support teachers in implementing adaptive teaching strategies.
- Monitor classroom practice to ensure SEND pupils access a broad and balanced curriculum.
- Promote high expectations and independence for all pupils.
- Provide guidance on differentiation, scaffolding and reasonable adjustments.
- Ensure provision for pupils with sensory, communication, cognition and SEMH needs is appropriate and effective.

6. Partnership with Parents and External Agencies

- Build strong, trusting relationships with families.
- Lead structured meetings with parents regarding progress and provision.
- Liaise with external professionals including Educational Psychologists, Speech and Language Therapists and advisory services.
- Coordinate multi-agency working and ensure recommendations are implemented.
- Develop opportunities for parental engagement and support networks.

7. Safeguarding and Pastoral Responsibility

- Ensure that SEND pupils, particularly the most vulnerable, are safeguarded and supported effectively.
- Work closely with the DSL and pastoral team where SEND intersects with safeguarding concerns.
- Monitor attendance and wellbeing of SEND pupils and respond proactively.