



Rochford Primary & Nursery School (Academy)

JOB DESCRIPTION

| | |
|------------------------|--|
| Title of Post: | SEND Lead |
| Responsible to: | Headteacher |
| Purpose of job: | To lead and manage the provision for pupils with SEND and play a pivotal role in shaping inclusive practice across the school. |

General responsibilities

- To take an active role as part of the Leadership Team of the school.
- To be a member of the Designated Safeguarding team.
- To be responsible for fostering positive relationships across the school community.
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings (where appropriate) and making reports.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing.
- To assist liaison with other educational establishments to promote the continuity of learning, progression and curriculum developments.

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school.
- Formulating the aims and objectives of the school and policies for their implementation.
- Planning improvement which will translate school aims and policies into actions.
- Implementing the School's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs.
- The efficient organisation, management and supervision of school routines.
- In-house training and organisation training for Learning Support Assistants and all SEN staff as identified through appraisal school evaluation, through an agreed cycle of programmes.

SEN Duties and Responsibilities:

- Lead on SEND provision within the school, which will include statutory obligations, record keeping and providing CPD.
- To be responsible for the development of children with SEN (Special Educational Needs) and E.A.L. needs (English as an additional language). To ensure SEN and EAL provision and recommendations are monitored.
- To assist the Headteacher in formally monitoring and appraising the performance of the SEN support staff .
- To monitor and track the progress of children with SEN and report to the Headteacher and Governing Body as required.
- To monitor and evaluate the effectiveness and impact of interventions.
- To assist staff in the identification of children who have special needs, this may be either end of the ability spectrum.
- To organise and participate in meetings to ensure all are informed of the needs of the children, including parents, teachers and assistants.
- To take an active part in the education of children identified as SEN support and those pupils with EHCPs.
- To assist staff with developing programmes and resources to enable the children to learn as effectively as possible.
- To contribute to staff training by delivering, training staff or developing your own expertise across the whole age and ability range.
- To work with identified children to enable them to overcome their own difficulties.
- To update and amend the school sections of the Trust SEND Policy and SEN Report and implementation of the Code of Practice.
- To ensure all administration regarding children with Special Educational Needs, are efficiently and effectively completed and meet statutory requirements.
- To be aware of the concerns of staff, with regard to various children and offer professional advice and guidance plus further contacts you feel necessary.
- To manage and organise appropriate tracking of interventions, support, targets and school reviews, through planning, leading staff and contributing ideas so that legal documents and procedures are kept up to date and comply with our legal responsibility.

The duties of the post may be changed and/or varied (following consultation) to meet the needs of the Headteacher and school.

The job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties set out above.

February 2026