



Job Description: Head of SEND Resource Base

Reports to:	Assistant Headteacher- SEND
Location:	Hamstead Hall Academy
Contract:	Permanent
Working Pattern:	Full time
Salary:	Teachers Pay Scale MPS/UPS + TLR 1b £12,519

The Role

To lead on and have oversight of the learning, academic provision, well-being and outcomes of all students within the Resource Base.

To promote and uphold high standards of attainment and behaviour from students.

To support staff and students to be the best that they can and work towards an environment where:

1. All students make at least good progress.
2. Teaching is consistently good or outstanding for all areas of need.

You will be required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

Job Purpose

Duties and Responsibilities

- To ensure that the special educational needs of individual students are met within an inclusive environment that allows them access to the National Curriculum in accordance with the provisions of the Special Educational Needs and Disabilities Code of Practice (2014) (SEND COP)
- To oversee the day to day operational and strategic leadership of the Resource Base, fulfilling the specialist support and provision agreed between the Academy and Local Authority
- To develop the Resource Base as an integral part of the Academy including, the curriculum offers, knowledge and expertise that supports its pupils with additional needs
- To carry out the professional duties as reasonably requested by the Assistant Headteacher - SEND
- To be an excellent teacher, role modelling high quality provision and meeting the relevant set of personal professional standards for the specific pay phase and taking responsibility for personal professional development.
- To act as a role-model for students and other members of staff and represent the Academy in a manner consistent with its ethos and values.
- To ensure that all work with students underpins and promotes the Academy ethos and values as reflected in the mission statement of the Trust.
- To promote and safeguard the welfare of all students at Hamstead Hall Academy.



Specific Duties:

Have knowledge and understanding of:

- The local authority requirements in having a resourced based provision
- The statutory framework for maintaining and reviewing Education Health Care Plans in conjunction with key transition arrangements and Preparing for Adulthood outcomes
- To support links with families, particularly to ensure a sound transition between phases and with specific pupils giving parents/carers access to appropriate support.
- Any statutory curriculum requirements and the requirements for assessment, recording and reporting of students' attainment and progress.
- The characteristics of high-quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all students.
- New subject-specific pedagogies and research, and their potential impact.
- The implications of the Code of Practice for Additional Educational Needs for teaching and learning

Planning & target-setting

- To co-ordinate the work and deployment of Resource Base staff according to the individual needs of the pupils in school.
- To carry out appraisal meetings for staff within the Resource Base as required
- To work collaboratively with wider Academy staff to ensure that standards of attendance and behaviour are upheld and supported throughout the Academy.
- To work in partnership with external agencies to ensure pupils are appropriately assessed, supported and monitored across a range multi-disciplinary services when required
- To chair, annual and interim EHCP reviews in support of pupil's progress against their short- and long-term targets / outcomes, ensuring that the statutory documentation required is of a high standard in detailing both current and future needs and requirements.
- To manage appropriate SEND resources and to ensure that they are used efficiently, effectively and safely
- To develop curriculum resources to ensure that pupils with SEND have the necessary levels of support within both inclusion and mainstream
- To support the Assistant Headteacher – SEND and subject leaders in managing the implementation of an inclusive curriculum
- To support the Assistant Headteacher – SEND and subject leaders in sustaining the effective teaching of pupils with SEND across the school leading to high quality outcomes
- To teach classes and groups as allocated by the Assistant Headteacher – SEND and/or the Leadership Team
- To support and manage the effective use of language, literacy and numeracy continuums



- To work with and support the Assistant Headteacher – SEND in ensuring exam access arrangements are appropriately evidenced and implemented for students.
- To ensure monitoring and tracking processes are in place to monitor pupil progress and to identify gaps in students learning
- To support the Assistant Headteacher – SEND to ensure that the Department Development Plan is in place.

Assisting Assistant Headteacher – SEND

- To support the provision of SEND, including the allocation of support time, the writing and quality assurance of one-page profiles and contribute to the support of statutory EHC plans as required
- To collaborate with the Assistant Headteacher – SEND regarding the deployment of relevant outside agencies to ensure that the SEND needs of individual pupils are met effectively
- Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies
- Ensure that the SEN Register is kept accurate and up to date and that staff are kept informed of students with special educational needs within the Resource Base.
- Use data effectively to identify pupils who are working below age related expectations and where necessary create and implement effective plans of action to support those pupils
- Provide guidance to staff on the choice of appropriate teaching and learning methods to promote an inclusive curriculum
- Support transition processes at Secondary transfer, Post 16 and in year admissions liaising with LA, families and settings
- Contribute and lead department meetings, communicating information to all staff and co-ordinate resulting action plans
- Monitor, with the Assistant Headteacher – SEND, the day-to-day management of Resource Base creating a safe, effective and stimulating environment for the teaching and learning of students
- To deputise for the Assistant Headteacher – SEND.
- To undertake other duties, as required by the Headteacher as appropriate to the grade of the post

To perform this role well, the Resource Base Manager is expected to:

- Maintain a thorough working knowledge of the school's policies and procedures related to SEND, including the SEN Information Report, Accessibility Plan, Child Protection, Safeguarding and Inclusion policies
- Regularly attend relevant training and development events
- Attend the local authority Resource Base meetings
- Act in the best interest of all the pupils of the school; and behave in a professional manner, including maintaining confidentiality as required



Working with staff and other adults

- Attend meetings including Parents' Evenings, Open Evenings, Governor's meetings and other evenings and events as required.
- Establish clear and constructive working relationships with other staff in the team.
- Establish good working relationships and practices, focused on maximising progress, with allocated teaching assistants.
- Establish a partnership with parents/carers to involve them in their child's learning, as well as providing information about curriculum, attainment, progress and targets as required
- Establish effective multi-agency partnerships and network with other Resource Base Leaders in developing both local and city-wide provision for pupils with cognition and learning needs.

General

- Oversee the development and organisation of any relevant extra-curricular activities and visits which extend learning beyond the classroom.
- Any other appropriate and reasonable activity as may be directed from time to time by the Assistant Headteacher- SEND.
- A teacher on MPR shall meet the Teachers' Standards (DfE 2021)
- A teacher on the upper pay scale shall meet the Teachers' Standards (DfE 2021) and performance threshold standards as specified in the Teachers' Pay and Conditions Document.
- To adhere to the Academy Trust's Staff Code of Conduct, Safeguarding and Health and Safety policies for all staff.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Review and Amendment

This job description is subject to an annual review. It may be amended at the request of the CEO, Headteacher or the post holder after consultation.

Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children in its academies. All academies follow a rigorous selection process to screen out and discourage unsuitable applicants.

Hamstead Hall Academy Trust requires all employees to undertake an enhanced DBS check. Before appointment, you will be required to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment.



Personal Specification: Head of SEND Resource Base

Qualification Criteria

- Graduate in subject to be taught.
- Qualified Teacher status.
- Successful completion of induction.
- Completed a leadership programme or qualification (desirable).
- Recent, relevant in-service training in current educational practice.
- Post graduate study.
- Experience of exam access arrangements (desirable).

Experience

- Successful and varied teaching experience across key stages 3 and 4.
- Experience of working with children with SEND.
- Leadership of an aspect of improvement within a curriculum area.
- An understanding of how to produce EHCP for SEND students.
- An understanding of what is required to conduct Annual Reviews.
- Evidence of leading a team to manage/lead change.
- Evidence of excellent teaching as a minimum, leading to consistently high standards of achievement for all pupils.
- Good knowledge of current curriculum development in your subject area.
- An understanding of assessment procedures to measure pupil progress in SEND.
- An understanding of how to use data and AfL to inform planning for good teaching and learning.
- Ability to use ICT to effectively engage pupils in their learning.
- Experience of Development Planning.
- Experience in more than one school (desirable).
- Experience and understanding of inner city/multi-cultural communities (desirable).
- Leadership in aspects of school life involving a high level of contact with parents and the wider community (desirable).
- Experience of observing lessons and providing appropriate feedback (desirable).
- Knowledge and understanding of the SEND Code of practice and its application (desirable).

Skills/ Aptitudes

- The ability to prioritise, assess, plan, monitor, evaluate, review and lead by example.
- Ability to manage the implementation of change sensitively.
- Ability to lead and manage people and work as part of an effective team.
- Ability to work under pressure and meet deadlines.
- The ability to inspire and enthuse colleagues.
- High level of written and oral communication skills.



- To be able to provide evidence of having influenced the quality of teaching and learning in present school.
- Good reasoning powers and good judgement in a variety of situations.

Other

- A commitment to involve parents, Governors, and the community in the work of the academy.
- Promotion of positive behaviour strategies and constructive handling of problems.
- An awareness, understanding and commitment to equal opportunities.
- Willingness to undertake relevant training to improve existing skills and develop new ones.
- “...maintain high standards in their own attendance and punctuality” (Teacher’s standards)
- This post is subject to an enhanced Disclosure and Barring Service check.