

## The Lilypad SEND Unit Lead

### Job Description

<b>Job Title:</b>	<b>SEND Unit Lead</b>
<b>Hours of Work:</b>	<b>32.5 hours per week Full Time</b>
<b>Salary:</b>	<b>Leadership Range L1 – L5 depending on previous experience</b>
<b>Responsible to</b>	<b>Headteacher</b>

#### Main Purpose

The SEND Unit Lead, under the direction of the Headteacher, will:

- Determine the strategic development of SEND Policy and provision in the SEND Unit
- Be responsible for day-to-day operation of the SEND Policy and co-ordination of specific provision to support individual pupils with SEN or a disability in the SEND Unit
- Provide professional guidance to colleagues, working closely with staff, parents and carers, and other agencies

The SEND Unit Lead will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD.

While the Unit Lead will have responsibility for the oversight of provision for pupils with SEN or a disability in the SEND Unit, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom.

#### Duties and Responsibilities

##### Strategic Development of SEND Policy and Provision

- Have a strategic overview of provision for pupils with SEN or a disability in the SEND Unit, monitoring and reviewing the quality of provision and behaviour
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability in the SEND Unit
- Make sure the SEND Policy is put into practice, and its objectives are reflected in the School Improvement Plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

##### Operation of the SEND Policy and Co-ordination of Provision

- Adhere strictly to the established admission selection criteria to maintain fairness, transparency, and compliance with statutory requirements.
- Work collaboratively with the Local Authority (LA) to facilitate the admission of pupils to the Lilypad SEND Unit, ensuring appropriate provision and smooth transition.
- Maintain an accurate admission list and provision map for pupils in the SEND Unit
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEND support
- Advise colleagues on applying differentiated teaching strategies tailored for individual pupils with complex needs and challenging behaviours
- Advise on the use of the SEND Unit budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the Local Offer

- Work with early years providers, other schools, educational psychologists, health and social care professionals and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA) and its support services
- Analyse assessment data for pupils with SEN or a disability in the SEND Unit
- Implement and lead intervention groups for pupils in the SEND Unit, and evaluate their effectiveness

#### **Support for Pupils with SEN or a disability in the SEND Unit**

- Identify pupils' SEND in the setting and develop individual behaviour support strategies
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil, including SALT, OT, EP and AP as appropriate
- Ensure records are maintained and kept up to date
- Review the Education, Health and Care (EHC) Plan with parents/carers and the pupil and manage EHC review paperwork.
- Communicate regularly with parents/carers
- Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- Ensure that if the pupil transfers to a new stage or another school, all relevant information is conveyed to the next teacher or that school, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and enrichment activities where feasible
- Liaising with the Designated Teacher for looked-after children (LAC), where a looked-after pupil has SEN or a disability

#### **Leadership and management**

- Play an active role within the Senior Leadership Team (SLT), by working alongside the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information that the Trust or the Local Governing Board is required to publish
- Contribute to the SIP and whole-school policy
- Identify training needs for staff, how to meet these needs and organise appropriate professional learning opportunities
- Lead INSET training for staff as directed by the Headteacher
- Share procedural information, such as the school's SEND Policy or Inclusion Policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability in the SEND Unit
- Lead and manage a team of teachers and Learning Support Assistants (LSAs) working with pupils in the SEND Unit
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis

#### **Safeguarding**

- Liaise and collaborate with the Designated Safeguarding Lead (DSL) on matters of safeguarding and welfare for pupils
- Safeguarding pupils who are educated off site
- Remain alert to the fact that pupils with SEN may be more vulnerable to safeguarding challenges

The SEND Unit Lead will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Lead for the Lilypad SEND Unit will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.