

## ELSTON HALL LEARNING TRUST

<b>Job Title:</b>	<b>SEND Leader - EHLT and Palmers Cross</b>
<b>Pay Range:</b>	<b>Teachers Pay scale plus SEN/Leadership allowance</b>
<b>Responsible for:</b>	<b>Special Education Needs</b>
<b>Responsible to:</b>	<b>Headteacher / CEO</b>

### Overall purpose of the role

The SENDCO, under the direction of the Headteacher & CEO, will:

- Determine the strategic development of special educational needs (SEND) policy and provision in the school and Trust
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND at Palmers Cross
- Provide professional guidance to colleagues, working closely with staff, parents across EHLT, Palmers Cross and with other agencies

The SENDCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

### Duties and responsibilities

- Determine the strategic development of SEND policy and provision
- Have a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Ensure the SEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective
- The SENDCO will be expected to fulfil responsibilities of a teacher as set out in the STPCD
- Liaise regularly with other Trust SENDCOs to support collaboration and best practice across the Trust

### ***Operation of the SEND policy and co-ordination of provision***

<ul style="list-style-type: none"> <li>• Maintain an accurate SEND register and provision map</li> </ul>
<ul style="list-style-type: none"> <li>• Provide professional guidance to colleagues on teaching pupils with SEND, and advise on the graduated approach to SEND support</li> </ul>
<ul style="list-style-type: none"> <li>• Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment</li> </ul>
<ul style="list-style-type: none"> <li>• Be aware of the provision in the local offer</li> </ul>
<ul style="list-style-type: none"> <li>• Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies</li> </ul>
<ul style="list-style-type: none"> <li>• Be a key point of contact for external agencies, especially the local authority</li> </ul>
<ul style="list-style-type: none"> <li>• Analyse assessment data for pupils with SEND and report as part of school standards process</li> </ul>
<ul style="list-style-type: none"> <li>• Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness</li> </ul>
<p><b><i>Support for pupils with SEND</i></b></p>
<ul style="list-style-type: none"> <li>• Identify a pupil's SEND needs.</li> </ul>
<ul style="list-style-type: none"> <li>• Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness.</li> </ul>
<ul style="list-style-type: none"> <li>• Secure relevant services for the pupil.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure records are maintained and kept up to date and that relevant background information about individual children with SEN is collected, recorded and updated.</li> </ul>
<ul style="list-style-type: none"> <li>• On an annual basis review the education, health and care plan with parents or carers and the pupil</li> </ul>
<ul style="list-style-type: none"> <li>• Communicate and meet regularly with parents or carers in order to maintain good relationships.</li> </ul>
<ul style="list-style-type: none"> <li>• If the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil.</li> </ul>
<ul style="list-style-type: none"> <li>• Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.</li> </ul>
<ul style="list-style-type: none"> <li>• Work with the designated teacher for looked-after children, where a looked-after pupil has SEND.</li> </ul>
<p><b><i>Leadership and management</i></b></p>
<ul style="list-style-type: none"> <li>• Work with the SLT to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.</li> </ul>
<ul style="list-style-type: none"> <li>• Respond promptly to changes in legislation / practices from local government, DfE and the Local Authority.</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare and review information the governing board is required to publish.</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to the school improvement plan and whole-school policy.</li> </ul>
<ul style="list-style-type: none"> <li>• Identify training needs for staff and how to meet these needs.</li> </ul>
<ul style="list-style-type: none"> <li>• Lead INSET for staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop and share knowledge of resources (equipment, books, materials and knowledge of possible strategies).</li> </ul>
<ul style="list-style-type: none"> <li>• Share procedural information, such as the school's SEND policy.</li> </ul>

- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEND.

**Trust Aspect**

- Lead Trust SENDCO network meetings
- Develop, implement, and monitor the Trust-wide SEND strategy, aligning it with the overall ethos of the Trust.
- Train and mentor school-based SENDCOs and other SEN staff on effective intervention strategies and compliance.
- Provide guidance, advice and support for SEN staff, supporting with casework where required across the Trust
- Work with Trust leaders to plan intervention and targeted support for SEND staff and individual schools
- Support the school improvement planning of the Trust senior and executive team

**General**

- Contribute to the aims, vision and ethos of the Trust.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
- To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
- Appreciate and support the roles of colleagues and other professionals.
- Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.
- To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.
- To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
- Dress in a professional and appropriate manner, that will further support the school's policy on uniform
- Participate in further training and professional development as appropriate.
- The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.