**Job Title: Head of SEND Department / SENCO (Non-Teaching)**

**Responsible To:** Deputy Headteacher

**Responsible For:** CTA, Access Arrangements Coordinator, SEND Administrator, Deputy SENCO, Staff in the Communication and Interaction Unit

**Salary:** MPR/UPS with TLR 1C

**Overall Purpose of the Job:** This is a non-teaching role, managing the SEND provision for pupils identified as having Special Educational Needs or Disabilities (SEND), including day-to-day operations.

**Main Duties and Responsibilities:**

1. **Strategic Development:**
   * Lead the strategic development of SEND policy and provision under the direction of the Principal.
   * Maintain a strategic overview of SEND provision across the school.
   * Ensure consistent implementation of SEND policy and its reflection in the school improvement plan.
2. **Operational Management:**
   * Oversee the day-to-day operation of SEND policy and coordinate specific provisions to support individual SEND students.
   * Maintain an accurate and up-to-date SEND register.
   * Coordinate operational systems and processes within the inclusion service.
3. **Quality of Education:**
   * Promote the highest possible standards in an inclusive environment, ensuring the quality of education for SEND students.
   * Implement and lead intervention groups for pupils with SEND and evaluate their effectiveness.
   * Analyse assessment data for pupils with SEND and use outcomes to drive improvement.
4. **Policy Implementation:**
   * Provide guidance to colleagues on teaching pupils with SEND and advise on the graduated approach to SEND support.
   * Advise on the use of the school’s budget and other resources to meet pupils’ needs effectively.
   * Be aware of the provision in the local offer and work with other schools, educational psychologists, health and social care professionals, and other external agencies.
5. **Communication and Meetings:**
   * Attend relevant meetings and ensure effective communication of SEND issues.
   * Conduct Collaborative Planning meetings.
   * Communicate SEND student progress to relevant staff.
   * Ensure up-to-date information on the SEND departmental website.
   * Participate in Open Evenings, Parents’ Evenings, and other school events.
   * Respond to consultations for students with EHCPs received from the LA within the stipulated timeframe.
6. **Safeguarding and Health & Safety:**
   * Promote and safeguard the welfare of children and young people.
   * Maintain good order and discipline among students.
   * Ensure health and safety during school activities.
7. **Leadership and Management:**
   * Work with the Principal, SLT, and Governors to ensure the school meets its responsibilities under the Equality Act 2010.
   * Establish constructive working relationships within the SEND department.
   * Delegate tasks appropriately and provide coaching and support.
   * Lead professional development of SEND across all departments.
   * Maintain up-to-date knowledge of national and local initiatives.
8. **Professional Standards:**
   * Adhere to the current Teacher Standards document.
   * Engage in professional development and appraisal processes.
   * Communicate effectively with parents and external agencies.
   * Provide pastoral support for students, promoting their personal and academic progress.
9. **Finance and Administration:**
   * Manage the financial aspects of SEND funding.
   * Maintain an inventory of equipment and resources.
   * Oversee the provision and maintenance of effective learning resources.
10. **Identify and Support SEND Students:**
    * Identify a student’s SEND and coordinate provision that meets their needs.
    * Secure relevant services for the student and ensure records are maintained and kept up to date.
    * Review the education, health, and care plan (EHCP) with parents or carers and the student.
    * Ensure smooth transitions for students transferring to other schools.
    * Promote the student’s inclusion in the school community and access to the curriculum, facilities, and extra-curricular activities.
11. **Quality Assurance:**
    * Implement effective monitoring and tracking of SEND students’ progress.
    * Use assessment information to ensure learning opportunities for SEND students.
    * Conduct departmental self-evaluation and improvement planning.
12. **Professional Growth:**
    * Participate in internal and external professional development programs.
    * Contribute to the professional growth of colleagues.
    * Engage actively in appraisal and set challenging targets for personal development.

**Generic Responsibilities:**

* Promote and safeguard the welfare of children and young people.
* Follow the school’s Safeguarding Policy, health and safety, data protection, and confidentiality policies.
* Report any concerns to the appropriate senior member of staff.
* Carry out roles and responsibilities with due regard to health & safety.
* Follow all agreed school policies and procedures.
* Set an example of personal integrity and professionalism.
* Support difference to ensure equal access to school services.
* Uphold the school ethos and contribute to the school’s strategic and development plans.
* Work as part of a team and participate in meetings as required.

**Person Specification:**

* **Qualifications:**
  + QTS qualified.
  + Specific qualification(s) related to SEND or willingness to undertake a SENCO qualification.
  + Level 7 access arrangements qualification or willingness to obtain such a qualification.
  + First Aid qualification or willingness to obtain such a qualification.
* **Experience:**
  + Experience working with a range of pupils with SEND across key stages and transition.
  + Experience in behaviour management techniques for groups and individuals with SEND.
  + Experience conducting relevant assessments to determine SEND needs.
  + Experience making reasonable adjustments within a mainstream setting.
  + Line management experience, including effective delegation and coaching.
* **Knowledge & Understanding:**
  + Knowledge of the SEN Code of Conduct and its practical application.
  + Understanding of the EHCP process and required evidence.
  + Familiarity with a range of Special Educational Needs.
  + Understanding of curriculum and pedagogical issues related to extending pupil performance.
  + Understanding of school improvement principles.
* **Skills:**
  + Ability to make consistent judgements based on evidence.
  + Good communication, presentation, and organisation skills.
  + Influencing and negotiation skills.
  + Ability to empathise with the difficulties of SEND pupils.
  + Ability to organise and sustain systematic support for SEND.
* **Personal Attributes:**
  + Willingness to share expertise and knowledge.
  + Ability to lead by example and gain buy-in from colleagues.
  + Commitment to team working.
  + Willingness to address challenging issues with clarity and diplomacy.
  + Resilience and calm under pressure.