

'Helping every person achieve things they never thought they could'

JOB DESCRIPTION

Job Title	SEND CENTRE LEAD
Status	PERMANENT
Pay Range	GRADE G SCP 23-27 (ACTUAL ANNUAL SALARY £30,245 - £33,570)
Hours of Work	37 HOURS PER WEEK. TERM TIME PLUS 10 DAYS
Primary Purpose of the Job and	<ul style="list-style-type: none"> • To work as part of the DEEP support team to promote learning and welfare of vulnerable students and those who experience barriers to learning • To work with students, including those with statements of SEN, providing individual assistance and implementing action plans to maximise achievement • Support the SEND team ensuring that student learning and achievement needs are met • Modelling the vision and values of the academy • Receiving and acting on feedback to build on the strengths and improve personal performance within the academy systems • Promoting and safeguarding the welfare of children and young people
Responsible to	Senior Leader: DEEP Support
Main duties and responsibilities:	
<ul style="list-style-type: none"> • To manage and work as gatekeeper to the Hub • To liaise with teachers over suitable subject specific work to bridge the gap between the intended subject curriculum • Produce work resources in the Hub including anger management, behaviour management, promoting self esteem and good mental health as well as developing social skills linked to the Little Lever levelled support strategies • Plan the work for all students in the Hub and updating lesson plans and resources as required • Provide suitably differentiated and appropriate work for SEND students in the Hub • Supervise all students in the Hub and co-ordinate lesson attendance for each Hub student and inform the EWO / attendance officer. • Keep the Hub timetable up to date weekly and distribute to colleagues as appropriate • Produce individual timetables for students on reduced lessons and ensure relevant staff and EWO have copies 	

- To support the DEEP support leads to implement agreed work programmes with individuals / groups and to be responsible for the administration of special needs procedures
- To support in the co-ordination of the deployment of teaching assistants in order to ensure an appropriate learning environment
- To provide day to day supervision of teaching assistants, and to assist in the delivery of specific training
- To support the induction of new teaching assistants to the academy
- To administer and assess routine tests and invigilate exams and tests when appropriate
- To support students to further develop literacy, numeracy, ICT, problem solving and study skills to assist students on the organisation, preparation and display of set tasks
- To maximise the use of ICT in the learning process
- Provide a point of contact for vulnerable students, discuss problems with students and communicate information to relevant staff and EWO
- To play an appropriate role in child protection procedures such as relating relevant factual information and recording / reporting disclosures to the designated teacher / relevant professional
- To develop methods of promoting / re-enforcing the students' self esteem
- Liaise with outside agencies and parents/carers
- To provide regular feedback about students to appropriate colleagues
- To assist with the development and implementation of individual Education Plans
- Manage achievement initiatives, keeping up to date records and assigning awards
- Develop, maintain and monitor a highly effective climate and curriculum in the hub ensuring the needs of vulnerable and SEND students are met at all times
- Take responsibility for upholding the standards of behaviour in the Academy
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
- To comply with the academy's policies and procedures at all times
- To act as Fire Warden and/or First Aider as directed by the Principal
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation
- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns

This job description may be amended at any time following discussions between the Principal and the post holder and will be reviewed annually as part of the school self-review programme.

Date Job Description prepared/updated	June 2026
Job Description prepared by	Mr D Mckeon