JOB DESCRIPTION

Special Education Needs and Disabilities (SEND) and SEMH Lead

SCHOOL:	Moorside Community Primary School

JOB DETAILS:

Job Title:	SEMH and SEND Lead
Grade:	L2 – L6
Directly responsible to:	HEADTEACHER
Hours of Duty:	Full Time

Primary purpose of the job:

To develop, implement and evaluate SEND and SEMH Practices

- To take full responsibility for leading and managing the accelerated progress for all vulnerable pupils
- To be committed to securing and delivering the key functions of the school
- Fundamental core belief that all children can be taught and that all children can achieve regardless of background, ability or previous learning
- Provide an example of excellence as a leading classroom practitioner, inspiring and motivating other staff members
- Achieve the highest standards throughout their respective phase of leadership
- Delivery of 21st Century learning
- Ability to engage the whole community
- Carrying out their professional duties at all times

Main Duties and Responsibilities/Accountabilities:

You need to be extremely determined to ensure all pupils under your care achieves accelerated learning, be engaged and are ready for the next stage in their development.

- SEND and SEMH Lead Practitioner, in collaboration with the Head Teacher plays a key role in determining the strategic development of the SEND policy and provision in the school to raise achievement of vulnerable children and children with SEND
- The SEND and SEMH Lead Practitioner also provides related professional guidance to colleagues with the aim of securing high quality teaching for children within identified groups

The SEND and SEMH Lead Practitioner, with the support from the Head and Deputy Head, seeks to develop effective ways of overcoming barriers to learning and sustaining effective teaching through analysis of assessment of children's needs, by;

- To lead and support phase leaders to ensure all vulnerable pupils needs are met and that they achieve accelerated progress.
- Collaborating with curriculum lead teachers so that the learning for all children is given equal priority, and available resources are used to maximum effect
- Monitoring the quality of teaching and standards of pupils' achievements, and by setting targets for improvement.
- Monitor progress of objectives and targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements

- Being proactive to ensure accelerated learning occurs pupils identified
- Leading and coordinating provision for children with Special Educational Needs
- Liaising with and advising colleagues
- Overseeing the records of all children with SEND / FSM / LAC
- Contributing to the in-service training of staff inclusive of members of the SLT
- Liaising with external agencies including the LEA's support and educational psychology services, health and social services and voluntary bodies
- To assist the Head Teacher in the leadership and management of the school in key aspects of school improvement.
- To take full responsibility for leading and managing accelerated progress for all vulnerable pupils.
- To be the lead professional ensuring all staff are fully supported
- To support all staff consistently well including Early Career Teacher (ECT's)
- To carry out class teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum
- To be a role model to all staff and exemplify Teachers Standards and Professionalism
- To undertake annual Performance Management, setting and agreeing targets linked to school development plan and setting priorities with the Head Teacher

Leadership and Management:

To assist the Head Teacher in shaping a vision and direction for the school, setting out high expectations, professional conduct, having a clear focus on pupil's progress, 21st century learning, bridging the gap for identified learners and promotion of engagement of all members of the local community.

To achieve this, they must:

- Provide professional guidance to staff to secure good teaching for SEND / FSM and LAC children through both written guidance and meetings
- Contribute to the performance management process for SEND Teaching assistants
- Advise on and contribute to the professional development of staff, including whole school INSET provision
- Provide regular information to the Head Teacher on the evaluation of SEND provision
- Play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Head Teacher, Governors and other senior members of staff.
- Take responsibility for developing and monitoring policy and practice as laid down in the School Development and Learning plan and in agreement with the Head Teacher
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline
- To provide an excellent role model for all members of staff and for pupils in all aspect of school life
- To be an exemplar of all school policies and practices
- To actively promote the aims of the school consistently
- To offer guidance and support to colleagues for achieving accelerated learning for all vulnerable children.
- To provide effective leadership and management for all staff throughout the school community as agreed with the Head Teacher
- To take full responsibility for leading and managing implementation of SEND and SEMH policies consistently throughout the school
- To make a significant contribution to the school's continuing professional development programme, including co-ordinating training/leadership programmes, delivering INSET and working with individuals and teams in a variety of professional development activities
- To assist the Head Teacher in school self-review and evaluation and in the effective planning and management of school resources to secure future and immediate improvements for identified children.
- To maintain an informed view of standards and of the quality of provision across the school for all identified children. To achieve this by monitoring pupils' work, teachers planning and delivery of interventions

- To be the SEND and SEMH Lead Practitioner and provide guidance and support to staff in order to improve the quality of teaching and learning to ensure identified children achieve accelerated progress
- To actively promote equality of opportunity by working as part of a leadership team in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, SEND, EAL, disability and other with emotional needs that may affect learning
- To lead the day to day administration and organisation of vulnerable provision across the school, as agreed with the Head Teacher, including taking responsibility for agreed areas; intervention timetables, deployment of learning support assistant to name but a few.
- To support the implementation of the school's performance management policy, to secure improvement and individual professional development
- To participate in recruitment and selection, as agreed with the Head Teacher
- To carry out leadership and management tasks in accordance with school policy and practice

Teaching and Learning:

To carry out class teaching duties, as agreed with the Head Teacher, providing a model of excellence for colleagues. This may include providing in class support for colleagues through demonstration lessons.

- To provide leadership and support for colleagues (TEACHERS AND TEACHING ASSISTANTS) with regards to teaching and learning and the curriculum, including Support the identification of and disseminate the most effective teaching approaches for pupils with SEND
- Work with the Head Teacher and staff to develop effective ways of bridging barriers to learning through:
    - Assessment of Needs
    - Monitoring of teaching quality and pupils achievements
    - Target setting, including IEP's
    - Developing a robust recording system for progress
    - Monitor the delivery and outcome of intervention strategies, update and enhance where applicable
    - Be proactive in establishing up to date interventions and implementing them consistently throughout EYFS/KS1 and KS2
- Collect and interpret specialist assessment data to inform practice
- Undertake day-to-day co-ordination of SEND/FSM/LAC pupils' provision through close liaison with staff, parents and external agencies
- Work with Head Teacher, DHT, Teachers and pastoral staff to ensure all pupils learning is of equal importance and that there are realistic expectations of pupils
- Consider the range of teaching strategies/equipment that could be utilised for pupils at School Action Plus
- Managing the planning and delivery of the curriculum across the school, to ensuring all vulnerable are able to access the curriculum effectively.
- Supporting subject leaders in developing their role, in particular, in relation to raising standards for vulnerable children.
- Supporting teams and individuals with short / medium and long term planning
- Organising and delivering training, as needed, to groups of school staff to enhance SEND and nurture provision
- Supporting staff in the use of assessment information to inform teaching and learning
- Inducting and supporting ECT"s and less experienced staff and/or supply teachers where relevant
- Providing in-class support to staff, through demonstration lessons, team teaching, observations and feedback

To undertake a lead role across the school, maintaining high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary for all vulnerable children

To liaise effectively with parents and carers for all identified pupils, ensuring good relationships between school and home are enhanced and maintained.

To ensure high quality communication is established and maintained.

Safeguarding Responsibilities:

The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and Security, Confidentiality and Data protection, reporting all concerns to an appropriate named person

To support the protocols and systems that are in place to address the needs of children with all vulnerable children or any child in need as defined in the Children's act

To ensure Safeguarding Procedures and the Common Assessment Framework are in place, are understood and are implemented within a phase of the school

To ensure child protection procedures and processes are followed throughout the school

Effective Deployment of Staff and Resources:

- Advise the Head Teacher of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency
- Maintain and develop resources, co-ordinating their development and monitor their effectiveness in meeting the objectives of school and SEND policies

Other Duties and Responsibilities:

- To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required
- To take whole school assemblies and to support other staff with assemblies
- To prepare and present reports as required by the Head Teacher to Governors / parents and any other relevant outside agencies
- To attend occasional meetings during evening hours as required, weekends or in school holidays as required
- Co-ordinate all bi-annual reviews and attend / chair where necessary