



SHEBBEAR COLLEGE

Job Description: Head of SEND

Reporting to: Deputy Head (Academic)

The Head of SEND is line managed by the Deputy Head (Academic) and forms part of the team of Heads of Faculties.

Key Responsibilities

- Put provision in place to ensure that progress of pupils with SEND improves relative to those without SEND.
- Ensure that the school carries out its statutory responsibilities regarding all students with an Educational Health and Care Plan (EHCP).
- Support all staff in understanding the needs of SEND pupils.
- To line manage the team of Teaching Assistants.
- Support faculty developments of SEND provision.
- Monitor progress towards targets for pupils with SEND.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- To work with the Examinations Officer to ensure appropriate evidence is gathered to support the access arrangements for pupils as required by the JCQ for public exams.

Teaching and Learning

- To teach one-to-one and small group SEND classes
- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEND.
- Work with staff to develop effective ways of bridging barriers to learning through: - assessment of needs - monitoring of teaching quality and pupil achievement - target setting – IEP/PLPs and other appropriate strategies - keeping accurate records.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies.
- Work with SLT, HoFs, HsMs, teachers and tutors to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.

Leading and managing

- Provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings;

- Lead on the performance management process for Teaching Assistants;
- Advise on and contribute to the professional development of staff, including whole school INSET provision;
- Provide regular information to the SLT and Advisory Board (Governors) on the evaluation of SEND provision, deployment of staff and resources.
- Effective deployment of staff and resources
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies.
- Work with external agencies to maximize resources made available.

Other professional requirements

- Co-ordinate all Annual Reviews and reviews of Individual Education Plans and/or EHCPs where appropriate and attend / chair when necessary.
- Attend Annual Reviews for Prep School pupils with EHCPs to help facilitate continuity and progression through the development of a transition program.
- Support the Head of Prep in ensuring Prep School pupils have adequate provision and support.
- Exercise a key role in assisting the SLT and Advisory Board (Governors) with the strategic development of SEND policy/provision.

This list is not exhaustive and is subject to change. The Head of SEND will be expected to fulfil any reasonable request made by the Head, Senior Deputy Head and Deputy Head (Academic)