**COPLESTON HIGH SCHOOL**

**Staff on the Leadership Spine**

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

**Reporting to: Vice Principal**

**Salary: L12 to L16**

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

This job description includes the core elements of the job description prepared for all staff on the Leadership Spine. Year on year targets relating to the specific posts will be agreed in an annual dialogue with the Principal. Success criteria will be established and progress against targets which will be reviewed on a regular basis. The responsibilities outlined below are similar to Teaching and Learning Responsibilities but exercised at a different level.

For Vice Principals and Assistant Principals, position on the Leadership Spine will reflect the critical co-ordinating role the post holder has in relation to the management structure of the school.

**Core purpose**

* To raise achievement and enable others to raise achievement
* To model the values and vision of the school (i.e. to actively promote ethos)
* To lead in the process of self and school evaluation and take a strategic view to ensure school improvement
* To lead, develop and enhance the teaching practice of others
* To have line management responsibility for a significant number of people
* Liaise with safeguarding officers in accordance with school policy when appropriate
* Ensure Pastoral Teams are kept informed of any underlying emotional or social factors affecting students’ progress
* Ongoing middle leaders’ meetings and teaching and learning forums
* To ensure the implementation of school vision for cultural capital across the curriculum
* To ensure the implementation of school vision for reading, writing and oracy across the curriculum
* To work with colleagues on Extended Leadership group to drive forward the school vision as indicated by the six pillars
* To service the Governors’ Education Standards Committee
* To ensure Pupil Premium and catch-up funding is applied to have maximum impact
* To model the expectations of colleagues by undertaking regular climate and learning walks, and challenge colleagues if they do not fulfil this requirement

**Management**

* To prioritise, plan and organise staff
* To make a major contribution to school policy development
* To implement change
* To challenge poor performance
* To develop strategies for improved performance
* To establish and sustain effective structures and systems
* To ensure a safe, secure and healthy environment for students and staff

**Leading Teaching and Learning**

* To develop strategies for raising achievement and achieving excellence
* To lead in the use and application of new and emerging technologies to support teaching
* To ensure inclusive policies
* To lead in the use of performance management systems
* To lead in the use of monitoring and evaluation systems
* To lead in the use of performance data (such as prior attainment data, exam analysis etc)
* To demonstrate a personal enthusiasm for learning

**Shaping the Future**

* To inspire, motivate and empower others
* To be creative and innovative
* To set challenging, achievable targets for the school
* To be aware of, and knowledgeable about, local and national initiatives pertaining to education
* To be effective in communicating change to staff
* To think strategically and adopt a strategic role in shaping change

**Professional Growth**

* To recognise the inter-connection between managing performance, professional development and sustained school improvement
* To maintain a commitment to personal professional growth, with a view to improving personal performance
* To adopt strategies to promote the professional growth of others
* To lead in the use and development of performance management systems within the school
* To ensure effective working relationships within the school
* To manage conflict
* To give and receive feedback and to act to improve performance

**Duties and responsibilities of the role**

**General responsibilities as a member of the Senior Management Team**

To work with the Senior Management Team to lead and manage the school. The general responsibilities of the role are as follows:

* To oversee the creation and maintenance of all relevant policies and to update

accompanying handbooks, the staff handbook and other literature for the website,where they relate to SEND.

* To contribute to the effective management of the school as a member of the Senior Leadership Team in all matters relating to individual areas of responsibility
* To implement School Policies and Procedures e.g. Equality and Diversity, Health and Safety, Safeguarding etc.
* To support, sustain and develop the ethos of the school
* To ensure the compliance of school policies and practices with relevant legislation, funding body requirements, the schools Instruments and Articles of Governance and Financial regulations
* To carry out the Performance Management of staff as required
* To assist the Principal in the recruitment, selection, deployment and disciplining of staff
* To assist the Senior Leadership Team in planning and organising marketing, recruitment and enrolment
* To attend meetings in accordance with the school meetings schedule and any other meetings the Principal requests
* Deputising for other members of the senior team as appropriate and required.
* Providing a visible presence to support staff, students, parents and the local community as required.
* Carrying out performance management of key leaders.
* Advising and reporting to the Principal as required.
* To perform other duties determined in discussion with the Principal.
* Contribute towards the schools Self Evaluation Form (SEF), School Development Plan (SDP) and Raising Achievement Plans (RAPs).
* Developing close productive and purposeful relationships between the school, key stakeholders and the local community.
* To make a significant contribution to a more specific whole school responsibility, as determined.
* Demonstrate leadership by setting an example in interpersonal relationships with staff and students.
* Develop a culture and ethos of challenge and support where all students can achieve

success and become engaged in their own learning.

* Demonstrate and articulate high expectations for all HODs and staff.
* Have a visible presence in the school and support pastoral care throughout the

day including playing a leading role in duty teams at the start and end of the school

day, break and any other activities or events where a leadership team presence is desirable.

* Lead assemblies where appropriate.
* To maintain and update comprehensive records.
* To play a major role in formulating the ongoing priorities for improvement of the school.
* To develop links with other schools, colleges and learning providers as appropriate.
* To assist in the implementation of effective procedures to support staff who are underperforming.
* To ensure the appropriate standards of care among students and staff in relation to the school environment.
* To advise on future needs in relation to staffing, resource and accommodation as appropriate.
* To provide written reports and other information as required.

**Identified responsibilities as SENCo:** 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.

**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.
  + Senior Leadership team experience in a secondary school
* **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.