



# All Hallows Catholic High School

## Job Description

### Head of SEND

#### SCHOOL LEADERSHIP

- (a) To contribute to the well-being of pupils and staff within our caring, Christian community.
- (b) To take a lead role in the promotion of the Catholic ethos and mission of the school.
- (c) Provide professional guidance to staff to secure good teaching for SEND pupils.
- (d) Lead on the performance management process for Teaching Assistants.
- (e) Advise on and contribute to the professional development of staff, including whole school INSET provision.
- (f) Provide regular information to the Headteacher and governing body on the evaluation of SEN provision and the impact on outcomes.

#### CURRICULUM AND TEACHING AND LEARNING

- (a) Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEND.
- (b) Work with staff to develop effective ways of bridging barriers to learning through:
  - a. assessment of needs
  - b. monitoring of teaching quality and pupil achievement
  - c. target setting - IEPs or Provision Maps, Pastoral Support Programme (PSP), CAF, EHCP
  - d. keeping accurate records.
- (c) Collect and interpret specialist assessment data to inform practice.
- (d) Undertake day-to-day co-ordination of SEND pupils' provision through close liaison with staff, parents and external agencies.
- (e) Work with Senior Leaders, teachers and pastoral staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.

#### STAFFING

- (a) Advise the Headteacher and governing body of priorities for deployment of SEND staff, and utilise resources with maximum efficiency.
- (b) Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies.
- (c) Work with external agencies to maximise resources made available.

## **ASSESSMENT AND DATA**

- (a) Provide strategic direction and development of SEND provision in the School.
- (b) Exercise a key role in assisting colleagues with the strategic development of SEND policy / provision.
- (c) Support all staff in understanding the needs of SEN pupils and ensure the objectives to develop SEND are reflected in the school improvement plan.
- (d) Monitor progress of objectives and targets for pupils with SEN from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.
- (e) Analyse and interpret relevant school, local and national data and advise colleagues on the level of resources required to maximise achievement.
- (f) Liaise with staff, parents, external agencies and partner schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

## **PUPILS**

- (a) To advise Assistant Headteacher (Assessment) and the Deputy Headteacher on the allocation of pupils to teaching groups and the distribution of these groups among staff.
- (b) To have overall responsibility for the conduct and behaviour of pupils within the curriculum area and assisting staff as necessary when problems arise.
- (c) To advise pupils on their progress and encouraging them to develop their potential to the full and to ensure that they are meeting learning demands.
- (d) To ensure that the curriculum area follows the school's Equal Opportunities, Disability and Discrimination guidelines.

## **RESOURCES**

- (a) To advise the Senior Leadership Team on the resource needs of the curriculum area.
- (b) To manage the curriculum area's allowance effectively to ensure that resources are used to meet the curricular aims.
- (c) To have oversight of usage, storage and security of the curriculum areas.
- (d) To ensure that rooms are organised appropriately to facilitate the delivery of the agreed curriculum and to create an ordered learning environment, which allows curriculum goals to be achieved.
- (e) To ensure high standards of display of pupils' work and of learning resources.
- (f) To ensure that stock, furniture and equipment are maintained in good order.
- (g) To ensure that Health and Safety policies and practices throughout the department are in line with school policy. To liaise where necessary with the Assistant Headteacher with responsibility for Health and Safety.

## COMMUNICATION

- (a) To ensure that all members of the department are familiar with its aims and objectives.
- (b) To liaise with partner schools, higher education, examination boards, awarding bodies and other relevant external bodies.
- (c) To represent the department's views and interests at Heads of Department meetings.
- (d) Attend Year 6 Annual Reviews for primary pupils with statements to help facilitate continuity and progression through the development of a transition programme.
- (e) To develop progression links with the VI Form Colleges and Colleges of FE.
- (f) To attend Archdiocesan network meetings for their subject.
- (g) To liaise with appropriate advisers for the development of the curriculum and teaching and learning strategies.

## EVALUATION

- (a) To draw up the curriculum area's Development Plan in the light of the School Improvement Plan.
- (b) To work with colleagues to formulate aims, objectives and strategic plans for the department via the Departmental Development Plan.
- (c) To evaluate regularly the progress of the Department Development Plans.
- (d) To monitor and evaluate the department in line with agreed school procedures.
- (e) To monitor the progress of Appraisal objectives and to source appropriate CPD opportunities where needed.
- (f) Co-ordinate all Annual Reviews and reviews of Individual Education Plans and/or PSPs and CAFs where appropriate and attend / chair when necessary.
- (g) Exercise a key role in assisting the Headteacher and governors with the strategic development of SEN policy / provision.
- (h) To ensure that the School's Health and Safety Policy is followed.