

**Job Title:** SEND Director – Primaries

**Reporting to:** Chief Executive Principal - Primaries

**Grade:** Leadership Scale

L1-L5

**Overall purpose of the post:**

- Ensuring that all statutory and legal requirements are met for students with SEND across all the primary academies.
- Ensuring that all statutory, legal and moral requirements are being met by the academies in relation to safeguarding children and young people.
- Having the overview of monitoring and tracking of all SEND and vulnerable children.
- Carrying out the professional duties of a teacher as circumstances may require and in accordance with Trust policies, under the direction of the CEO.
- Contributing, where appropriate, to developing policies and practice and to promoting collective responsibility for their implementation.
- Lead the Additional Resource Provision for Medical and Disability.

**Main Duties and Responsibilities:**

- To ensure that safeguarding, SEND and Inclusion facilities and provision are effectively led and managed.
- To ensure all statutory and legal requirements are met for children with SEND.
- To advise on the provision for children with SEND and provide professional guidance to staff in the area of SEND and Inclusion.
- To advise and update the Executive Team on changes to legislation, good practice and statutory responsibilities to ensure that practice across the Trust is of outstanding quality.
- Ensure all academies within the primaries have trained and named Designated Safeguarding Leads and Deputies, and training is up to date and in line with statutory requirements.
- Monitor the quality of SEND support and teaching (TA's and teachers).
- Liaising with and supporting academies with the contribution of external agencies for SEND pupils and provision.
- Monitor and analyse the attainment and progress of children with SEND and vulnerable students, and work with leaders of Deep Support on appropriate intervention packages.
- Support and influence teaching to promote outstanding pedagogy
- Lead on CPD to teaching and support staff in maximising achievement for SEND and vulnerable students.

- To lead and deliver appropriate Trust-wide training as required.
- Ensure the co-ordination of special arrangements in external examinations for students with specific requirements.
- Support and develop initiatives to improve standards of literacy and numeracy including the use of Pupil Premium.
- Develop staffing structures across academies that ensure effective support for SEND and vulnerable children, ensuring efficient deployment of resources.
- Quality assure and monitor the quality of EHCP reviews across the primaries, ensuring that all statutory responsibilities are in line with SEND Code of Practice.
- Develop systems and infrastructure to ensure ease of communication and fulfilment of statutory responsibilities.
- To attend and contribute to internal and external meetings as required.
- To assume the authority of a member of the Senior Leadership Team in all academies.
- To advise on all matters relating to safeguarding, including the management, recording and actioning of safeguarding concerns.
- To regularly monitor and review the procedures in place for safeguarding management to ensure that all academies are meeting all statutory and moral obligations.
- To comply with all Trust and academy policies and procedures at all times, including, but not limited to, safeguarding, health and safety and employment policies.
- To comply with the Trust's policies, protocols and procedures at all times;
- To undertake other reasonable duties as required by the Trust;
- To uphold and promote the Trust's Child Protection and Safeguarding policies and procedures and ensure they are adhered to by all staff;
- To promote the safety and wellbeing of children.

### **Special Attributes**

- The post holder shall be required to work in any of the schools/academies within the Trust as directed by the Chief Executive.
- The post holder will assume a role within the Senior Leadership Team within the academies they work.
- Ability to work flexibly as part of a team;
- Strong verbal and written communication skills;
- Ability to work to tight deadlines in a busy working environment;
- Willingness to develop own skills and experience;
- To remain up-to-date with new legislation and legal requirements.

### **Special Features**

- Post is employed in School Teachers' Pay and Conditions.
- Base will be confirmed although the successful applicant will be required to work at all the academies across the Trust as required.

- Current driving licence and access to a vehicle for business use is essential to carry out regular visits to the Trust's academies and other schools supported by the Trust.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- 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;
- To comply with the academy policies and procedures at all times;
- Any other tasks which may be reasonably required without changing the general character of the post.

### **Personal Contacts**

**External:** Contractors, suppliers, parents and external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.

### **Disclosure level:**

Enhanced: The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job. YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE DISCLOSURE FORM. We support safe recruitment and therefore, if successful, you will also be required to apply for an Enhanced Criminal Records Check from the Criminal Records Bureau.