



STAPLOE EDUCATION TRUST

Job Description

Staploe Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Post Title	Lead Practitioner SENCo
Location	The Weatheralls Primary School
Lead Practitioner Spine	LP01- LP03
Responsible to	Headteacher
Accountable for	High quality classroom provision for pupils with SEND including all statutory work associated with the Education, Health and Care Plans and effective Adaptive Teaching in classrooms
Purpose of the Post	Responsible for the provision made by the schools for children with SEND in order to maximise progress and achievement for every child.

The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share.

This job description should be read in conjunction with the job description for teachers and the current School Teachers' Pay and Conditions Document.

Purpose of post:

Take responsibility for the provision made by the schools for children with SEND in the agreed year groups in order to maximise progress and achievement for every child.

- Ensure compliance with the SEND code of practice.
- Provide leadership which secures high quality teaching and effective use of resources.
- Prepare and implement EHCPs with the support of support staff.
- Monitoring teacher's effective deployment of TA support in ensuring pupils with additional needs are making progress in line with their peers.

Key Responsibilities:

The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share.

1. Direction & Development:

- Establish and drive high expectations for all children with SEND.



- Maintain accurate systems ensuring that teaching & learning activities are meeting the needs of children with SEND.
- Brief staff on current thinking and research developments in SEND.
- Ensure the smooth transition of young people with SEND between primary and secondary settings.
- Provide timely, formal feedback to Director of Complex Needs and other stakeholders in regards to progress of SEND students, intervention strategies, internal and external issues.
- Responsible for clear processes and criteria to be applied in assessing threshold for SEN register.
- Substantive leader in triage team for developing strategies and implement actions to support most vulnerable pupils.
- Termly review of the SEN register to support teacher development in using a graduated response.

2. Student Safety:

- In conjunction with the Designated Person in each school, their Health and Safety officer and Facilities Manager, ensure that students with SEND are safe and have access to the site and its community with the minimum of risk.

3. Teaching & Learning:

- Support the identification of, and disseminate the most effective teaching approaches for, children with SEND
- Provide coaching and mentoring for staff to deliver high quality Adaptive Teaching
- Collect and interpret specialist assessment data on children and use it to inform practice and prioritise interventions
- Liaise with subject and class teachers regularly to evaluate the progress of students with SEND
- Work with children, class teachers and teaching assistants to ensure that realistic expectations of behaviour and achievement are set for children with SEND through the development of Individual Behaviour Plans and Risk Reduction Plans
- Maintain effective partnerships with parents to promote children's learning; ensure information is provided to parents about targets, achievements and progress
- Develop effective liaison with external agencies in order to provide maximum support for children with SEND leading and managing staff
- Establish and maintain good working relationships among staff
- Monitor and support the communication between TAs and Teachers as evidenced in APDRs and pupil progress meetings.
- Assess and advise appropriate Access Arrangements for pupil's in external exams and in-house assessments.
- To quality assure support plans and APDRs as part of a regular monitoring cycle.
- To contribute to staff training, coaching and support based on identified areas of need.

To undertake other such duties in connection with SEND that the Headteacher may from time to time require.

Child Protection	You will be committed to safeguarding and will attend all Child Protection updates as required, familiarising yourself with the Child Protection policies and Designated Safeguarding Officers.
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Health and Safety	You will oversee the health and safety standards in your area, ensuring that risk assessments are current and appropriate, and reporting any issues to the Health and Safety Officer.
General	You will be expected to comply with any reasonable request from the SLT to undertake work of a similar level that is not specified in this job description.

The job description will be reviewed after one term and then annually