



**Role:** SEND Lead

**Responsible for:** Overseeing SEND for the Trust

**Responsible to:** Director of Schools

**Purpose of Role** To lead the trust wide strategy of the SEND provision.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, that you will be expected to demonstrate in your working practices.

1.	<p><b><u>Applied Knowledge and Expertise</u></b></p> <ul style="list-style-type: none"><li>• To raise standards in learning and attainment through coordinating the provision for children with Special Educational Needs and Disability (SEND), monitoring standards and assessing progress across the curriculum.</li><li>• To be an excellent classroom practitioner with expertise in providing for pupils with additional needs.</li><li>• Keep fully appraised and aware of educational and other appropriate developments whether national or local and assess their impact on the school.</li><li>• To support in the management and delivery of provision for Pupil Premium pupils to ensure that the Pupil Premium funding reaches the groups of pupils for whom it is intended and that it makes a significant impact on their education.</li><li>• To provide the Executive Leadership Team with clear and focussed progress reports as required.</li></ul>
2.	<p><b><u>Decision Making and Problem Solving</u></b></p> <ul style="list-style-type: none"><li>• To raise standards in teaching by working with class teachers and subject leaders to provide an appropriate curriculum for children with SEND.</li><li>• To ensure the objectives and requirements written into education and health care plans are met and reviewed annually.</li><li>• To actively participate in trust wide self-evaluation and improvement planning.</li><li>• In conjunction with School Leadership Teams support the management of SEND and Pupil Premium budgets.</li><li>• To be responsible for promoting and safeguarding the welfare of the children and young people within the trust.</li></ul>
3.	<p><b><u>Resource Management</u></b></p> <ul style="list-style-type: none"><li>• To implement, monitor and review the school's SEND policy's ensuring they meet local and national arrangements.</li><li>• To support with the implementation, monitoring and review of the school's Pupil Premium policy's ensuring they meet local and national arrangements.</li><li>• To support and advise on SEND arrangements across the trust.</li><li>• To ensure that the progress of children with SEND is reviewed and maintained on the SEND register.</li></ul>

	<ul style="list-style-type: none"> <li>• To support schools in managing and monitoring their SEND and Pupil Premium budgets.</li> <li>• To support schools in selecting and monitoring SEND and Pupil Premium resources.</li> </ul>
4.	<p><b><u>People Leadership/Development</u></b></p> <ul style="list-style-type: none"> <li>• To monitor the quality of the SEND provision and disseminate good practice as appropriate.</li> <li>• To identify key professional development needs and ensure appropriate training is delivered to all relevant staff and monitored for effectiveness.</li> <li>• Ensure the development and maintenance of a team culture that enables all members of staff to be effective in their respective roles in relation to SEND and Pupil Premium.</li> </ul>
5.	<p><b><u>Influencing and Managing Relationships</u></b></p> <ul style="list-style-type: none"> <li>• Works effectively with a wide variety of stakeholders across the Trust.</li> <li>• Builds strong and credible working relationships with Head Teachers, Directors of Schools and works closely with the Executive Team.</li> </ul>

## L.E.A.D SEND Lead Person Specification

This person specification lists the competencies expected of an experienced/fully trained SEND Lead. The two right hand columns provide guidance for the appointment of new SEND Lead. (E= Essential criteria, D=Desirable criteria).

			E	D
<b>1</b>	<b>Skills, knowledge and aptitudes</b>	The L.E.A.D. SEND Lead should be able to provide evidence of the following:		
		<ul style="list-style-type: none"> <li>Excellent communication skills, both written and oral. With the ability to communicate effectively with people at all levels.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>High level of oral and written communication skills.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Able to work as part of a team and contribute towards its success.</li> </ul>	E	
		Able to use all MS Office programs particularly Word, Excel, Outlook and Powerpoint.	E	
		<ul style="list-style-type: none"> <li>Knowledge of Equal Opportunities, Human Rights and Data Protection legislation.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Knowledge of educational legislation, guidance and legal requirements, particularly in the area of SEND.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Experience of gathering, interpreting and utilising data to inform a plan of action.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Able to work to tight deadlines, managing and prioritising time effectively.</li> </ul>	E	
	<ul style="list-style-type: none"> <li>Self-starter, with and ability to work independently &amp; use own initiative to overcome obstacles.</li> </ul>	E		
<b>2</b>	<b>Qualifications and Training</b>	The L.E.A.D. SEND Lead should have:		
		<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	E	
		<ul style="list-style-type: none"> <li>SEND Qualification</li> </ul>		D
<b>3</b>	<b>Experience</b>	The L.E.A.D. SEND Lead should be able to produce evidence of:		
		<ul style="list-style-type: none"> <li>A good working knowledge of legislation in respect of Special Educational Needs and Disabilities</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Experience of providing school to school support</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Working in an environment where experiences included taking initiative and self-motivation.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Working as a member of a team, including as a senior leader.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Experience of dealing with confidential information.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Experience of leading on SEND across a school</li> </ul>	E	
<b>4</b>	<b>Personal Attributes</b>	The L.E.A.D. SEND Lead should:		
		<ul style="list-style-type: none"> <li>Have an openness to learning and change.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Have a positive attitude to personal development and training.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Demonstrate integrity, confidentiality, impartiality and empathy.</li> </ul>	E	
		<ul style="list-style-type: none"> <li>Have very good interpersonal skills.</li> </ul>	E	
<b>5</b>		The L.E.A.D. SEND Lead should:		

	<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• Be able to work at times and locations convenient to the service provision.</li></ul>	E	
		<ul style="list-style-type: none"><li>• Be available to be contacted at mutually agreed times.</li></ul>	E	