

## **JOB DESCRIPTION**

<b>Job Title:</b>	Strategic Lead for High Needs
<b>Grade:</b>	Grade 4
<b>Hours:</b>	32.5 hours per week
<b>Contract:</b>	Permanent, Term Time only
<b>Disclosure Level:</b>	Disclosure Barring Service – Enhanced Certificate
<b>Responsible to:</b>	SENDCo
<b>Liaison with:</b>	Senior Leadership Team, SENDCo, Teaching and support staff, School Improvement Team, Parents/Carers/Governors, External Stakeholders

### **Purpose of job**

To strategically lead for SEND high needs across the school in collaboration with the SENCOs and other Strategic Leads to support students inclusively at the school.

### **Key responsibilities**

- To plan and deliver individual and group intervention programmes for students identified as high needs with the intent of enabling them to access mainstream lessons.
- To plan and liaise with teaching staff to support students identified as high need who are struggling to consistently access mainstream lessons. This includes delivering CPD as part of wider school development
- To contribute to the monitoring and evaluation of students' progress in achieving pastoral and behavioural targets to allow them to thrive
- To work closely with the Pastoral Team to support students identified as high needs with the intent of reintegrating them successfully back into mainstream lessons
- To support students with their academic progression, social development and school achievements.
- To engage in regular quality assurance to ensure strategies that have been shared are effective and supporting learners to make progress.
- To be First Aid Trained

### **Conditions of Employment**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

### **Safeguarding and Data Protection**

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the Technology team, ensuring they follow safeguarding procedures.

### **Additional conditions**

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

## PERSON SPECIFICATION – Strategic Lead for High Needs

A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA		M.O.A.
<b>EDUCATION AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>HLTA status or relevant qualification to at least degree level or equivalent experience</li> </ul>	AF/Certificates
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Working with children who have special educational needs/EAL</li> <li>Planning and teaching individuals, groups and whole classes</li> <li>A good awareness of inclusion, especially within a school setting</li> <li>Detailed understanding of the principles with regard to Safeguarding of Children</li> <li>Leading and managing other support staff</li> <li>Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or literacy)</li> </ul>	AF/I
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to develop effective relationships with students, families and external agencies</li> <li>Demonstrable knowledge of strategic approaches to SEND</li> <li>Ability to lead and work as part of a team</li> <li>Ability to help raise attainment of young people</li> <li>Ability to deal with challenging situations</li> <li>Ability to work using own initiative</li> <li>Ability to keep detailed and accurate records</li> <li>Flexible attitude/approach</li> </ul>	AF/I/T
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>Evidence of willingness to participate in training and development opportunities</li> </ul>	AF
<b>CONTRA INDICATOR</b>	Positive Disclosure relating to children or vulnerable adults	Disclosure Form to be completed prior to interview