



GREENWICH EDUCATION SERVICE

TT/jep/JD

NAME OF SCHOOL: **The John Roan School**
ADDRESS AND LOCATION: **Maze Hill, Blackheath, SE3 7UD**

JOB SPECIFICATION FOR:

TITLE OF POST: Lead Professional for SEN
RESPONSIBLE TO: Assistant Headteacher (Inclusion)
RESPONSIBLE FOR: SEN teachers and teaching assistants

ALLOWANCE: **MPS (Inner London) + TLR2B**

Purpose of Post

In addition to the job description for a qualified teacher, as the Lead Professional for SEN you will be expected to undertake the following duties and responsibilities:

Main Responsibilities:

- Responsibility for SEN teachers and teaching assistants.
- To be part of the Inclusion Department, led by the Assistant Headteacher – Inclusion.
- To organise and manage provision for pupils with SEN.
- To provide professional guidance in the area of SEN, ensuring high quality education for all pupils and improved standards of teaching and achievement.
- To teach children in a small group or 1:1, as part of an intervention.
- To develop whole school initiatives to support students on the SEN register.
- To empower students to become independent learners and develop personal responsibilities.

Strategic Direction and Development of the Special Educational Needs Provision

- To work closely with the Assistant Headteacher (Inclusion) to ensure that there is a high quality provision for students by providing regular reports and analysis of assessment data.
- To provide operational and strategic management for the SEN Team.
- To lead and manage staff to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.
- To develop policy and practice to safeguard the wellbeing and progress of named students on the code of practice in line with national statutory requirements.
- Have knowledge and understanding of the SEN Code of Practice, Equal Opportunities legislation and guidance on Inclusion.

- To prepare and manage statutory assessment paperwork and manage the annual review process.
- Co-ordinate and attend / chair all Annual Reviews.
- Ensure that effective systems are in place to identify and meet the needs of pupils with SEN and that these systems are co-ordinated, monitored, evaluated and reviewed.
- Analyse assessment data to identify strengths and weaknesses and to track pupils' progress and as appropriate introduce plans of action to address any weaknesses or needs.
- Use assessment data to monitor the progress of individual and specific groups of pupils.
- Prepare an annual Action Plan to raise standards in SEN.
- Remain up to date with research and developments in SEN and be aware of all statutory requirements.
- Ensure all new requirements are fed into the school's policies, practices and schemes of work as identified in the School Improvement Plan and that all teaching staff are involved in their review.
- Manage the SEN budget effectively and ensure resources are available to maximise the achievement of pupils with SEN.
- To work within the Every Child Matters and Safeguarding frameworks.

Teaching and Learning

- Support staff by providing information necessary to ensure effective teaching and learning of pupils with SEN takes place.
- Support the identification of, and disseminate the most effective teaching approaches for pupils with SEN.
- Work with pupils and class teachers to ensure that realistic targets of behaviour and achievements are set for pupils with SEN and ensure Individual Education Plans are in place.
- Develop systems for monitoring and recording progress made by pupils with SEN towards the achievement of targets set in IEPs.
- Facilitate smooth transition from KS2 to KS3 for all students with SEN including School Action and School Action +.
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN.
- Ensure all staff new to the school are informed about the schools' practices and policies.
- Provide or co-ordinate the professional development of staff to increase their effectiveness in responding to pupils with SEN, and provide support for all teachers as necessary.

Lead Professional SEN - Person Specification

Qualifications/Experience	Essential	Desirable
Education to degree level with QTS	x	
Further relevant qualifications		x
Recent relevant professional development		x
Qualification or training in Dyslexia or working with students with ASD		x
Experience in more than one school		x
Experience working with children with special needs	x	
Leadership of a team of professionals		x
Understanding of current developments in education and their potential impact.	x	
Working with agencies other than schools	x	
Experience of raising standards	x	
Managing change	x	
Proven track record of enabling excellent student achievement	x	
Ability to effectively manage pupils' behaviour in a positive manner with consistent clear boundaries following the school's behaviour management policy	x	
Be a highly motivated and proficient teacher	x	
Personal Skills		
Ability to use ICT effectively	x	
Ability to use data to secure school improvement	x	
Excellent interpersonal skills	x	
Ability to be innovative	x	
Excellent organisation skills and ability to prioritise and manage workload	x	
Flexible approach and an ability to respond to changes in circumstances	x	
High level of written and oral communication skills.	x	
Commitment to CPD	x	

