



Job description – Head of SEND

March 2022

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| Job title | Head of SEND |
| Salary | Points C1 to C3 (£46,556 to £49,466) + London weighting (£4,136) |
| Reports to | Vice Principal – Student Experience |

Purpose of the job

To raise achievement and standards for vulnerable students, including those with Special Educational Needs/Disabilities and Looked After Children/Care Leavers, through the strategic oversight of the College's inclusive provision and promotion of approaches that raise the quality and achievements of students with barriers to learning

Specific duties

- 1) Being a member of the college management team, attending all meetings as required and participating fully in the decision-making and policy-forming process.
- 2) To assist on the strategic planning, development and implementation of policy and procedures for Special Educational Needs/Disabilities, including Social, Emotional & Mental Health Needs and High Needs students.
- 3) To co-ordinate a comprehensive assessment and referral system, working closely with parents, teachers, the local authority and feeder schools to facilitate the early identification of students with SEND.
- 4) To represent the college at Annual Reviews for Special Educational Needs/Disabilities students.
- 5) To co-ordinate and administer cognitive assessments to identify learner needs, using appropriate assessment tools.
- 6) To co-ordinate exam access arrangements and exam support for students with Special Educational Needs/Disabilities.
- 7) To assist in supporting the teaching practice of others by promoting insight into students' needs and abilities.
- 8) Manage the deployment of Learning Support Staff and College resources to meet the needs of students within your remit.
- 9) Ensure that effective medical care and personal evacuation plans are in place for students within your remit.
- 10) To record and cost the support provided to students to provide evidence for meeting EHCPs, Borough funding claims and ESFA/GLA funding claims (as submitted within ILR returns)
- 11) Line-management of Learning Support Assistants and other staff in your department
- 12) To lead on planning and delivery of whole college Continuous Professional Development (CPD) training programmes for the areas of SEND, Medical Needs, Mental Health and safeguarding, in line with statutory and legal requirements.
- 13) Management, monitoring and control of the department budget, including High Needs Funding for students with Special Educational Needs/Disabilities.

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- 14) To monitor and track student progress for Special Educational Needs/Disabilities and Looked After Children groups, identifying achievement gaps and co-ordinating appropriate targeted support.

Other duties

- 15) To implement the College's equality and diversity policy.
- 16) To participate in the College's appraisal process and to undertake appropriate training and development activities or programmes.
- 17) To ensure awareness of and compliance with all Health and Safety regulations.
- 18) To undertake other duties as directed by the Vice Principal – Student Experience which are commensurate to the level of the post.

Working relationships

- 19) You are expected to form effective working relationships with other managers within the College.
- 20) You will work closely with the senior management team to improve and monitor the standards within your area

General behaviours

- 21) The College expects that you will work to the highest professional standards setting an example to the staff that you lead and that you will encourage them to work as a professional team.
- 22) You should be courteous in your dealings with colleagues, students and visitors to the College.
- 23) As a manager in the College, you will act with integrity and probity.