

Head of Statutory Provision

Job Title

Head of Statutory Provision - SENDCO

Liaison with

All staff

Reports to:

Head of Foundation

Core Purpose

- To ensure that the Foundation carries out its statutory responsibilities regarding all students' Education, Health & Care Plans and those who are LACs and post-LACs
- To identify personal learning intentions for each student related to the intended outcomes of their EHCP
- To monitor and report on progress towards Personal Learning Intentions
- To liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- To undertake the role of Deputy Designated Safeguarding Lead
- To be an inspirational leader that creates an ethos and culture of high staff morale.
- To hold all staff to account for their professional conduct and practice
- To lead by example to foster an open, transparent and equitable culture
- Chair annual reviews to provide relevant agencies with updates on the students' progression towards targets
- Develop learning resources to help with students' development, including sensory and visual to improve fine motor skills
- Make referrals and liaise with professionals outside of the school within local authorities and health care services, including psychologists, speech and language therapists and occupational therapists
- Provide advice and training to hub teachers on supporting pupils with SEN and offer further guidance if needed
- Manage and advise on the school budget and resources for SEN provision
- Develop and maintain systems for keeping pupil records, ensuring information is accurate and up to date
- Analyse school, local and national data and develop appropriate strategies and interventions.
- Keep up to date with national and local policies including the code of practice related to SEN and cascade information to colleagues.
- To have a strong commitment to raising educational attainment for children and young people with SEN, including working with pupils directly and supporting other staff
- To have a willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments

Duties

- To prepare and disseminate to all staff the relevant documents around each student's EHCP on their entry to the Foundation
 - To work with the Head of Therapeutic Provision to ensure that the social, emotional and mental health needs of each student are being planned for
 - To co-ordinate all Annual Reviews and reviews of targets where appropriate and attend/chair when necessary
 - To support student progress conferences, recording agreed provision within the whole Foundation provision maps
 - To assist the Head of Foundation in making applications for additional support, time and /or specific papers for relevant examinations
 - To attend and/or organise meetings with relevant external agencies involved with a student's provision and to feed back to staff as appropriate, including CP/CiN core group and conferences, PEPs etc
 - To undertake day-to-day co-ordination of students' provisions through close liaison with staff, families and external agencies
 - To work with teachers, hub and pastoral staff to ensure all students' learning is of equal importance and that there are high and realistic expectations of all students'
 - To keep abreast of developments in SEN (e.g. research, changes to the law) and inform staff and the Executive Board as necessary
 - To be a role model for the Core Values of the Omnia Foundation
 - To ensure confidentiality is maintained at all times
 - To assist as required with all forms of parent contact including open days, meetings etc • To attend meetings and training as required
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General

- To participate in the performance management process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
 - To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
 - To ensure that all duties and services provided are in accordance with the Foundation's Equal Opportunities Policy
 - The Executive Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
 - The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of Foundation to carry out appropriate duties within the context of the job, skills and grade
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