SEND Teaching Leader
(K code students)

Leadership and management of staff, systems and processes

- Work with the Lead Learning Facilitator (EHCP students) to **monitor the SEND Referral System** and update colleagues across school on developments with students.
- Ensure the **planning, management and evaluation of resources** for K student work is up to date and available on the SEND Team Drive.
- To ensure the **Assess-Plan-Do-Review approach to is followed** in order to identify, monitor and plan for K code and Pending K needs/provision.
- When appropriate, to ensure effective **SEND Support Plans are developed**, enacted and reviewed as directed by the SENCo.
- To use **Review and Planning information from teaching staff** to identify educationally disadvantaged students in needs of K intervention
- Ensure **costed provision mapping** is accurate and centrally recorded for SEND Support (K code) students who access Student Support Provision.
- To contribute to the **triage** process
- To complete **risk assessments** for relevant students
- Cover for absence when required.
- Think **logically and creatively** when resolving issues and developing better ways of working.
- **Model best practice** at all times – particularly when under pressure.

Teaching and learning

- **Plan and deliver fixed term, high quality SEND interventions** to improve student outcomes.
- Where needed, to ensure that K code students have **considered Pupil Profiles** that are up to date and circulated regularly.
- To contribute to and deliver **training** under the guidance of the SENCo, including on High Quality Teaching
- Assist the SENCo in ensuring that l**ong term plans and schemes of learning** are in place for interventions and that they are resourced, delivered and reviewed effectively.
- Ensure **registers and records of intervention** are up to date and available for review.
- To deliver two after school clubs per week.
- To develop the use of **assistive technologies** for literacy and numeracy so they have a positive impact on student outcomes.
- To take a proactive and systematic approach to the **early identification of needs**
- To support the exams office in ensuring **access arrangements** are available for all SEND students in line with JCQ regulations.

Communication and interactions with stakeholders

- To **circulate/disseminate key information** about SEND practices and students to curriculum and pastoral teams.
- To communicate with and meet **parents/carers/school staff** and external professionals, as directed by the SENCo.
- To **liaise with the EHCP Lead** to ensure cohesive management of the department.
- Establish **effective working relationships** that can be used to share and glean understanding and expertise from colleagues.