



LODE HEATH SCHOOL

part of
Arden Multi Academy Trust



JOB DESCRIPTION

Post Title:	High Needs Manager	Salary Grade:	D or E (negotiable, depending on experience)
Location:	Lode Heath School	Salary range:	D - 19-26 E – 27-33
Department:	Inclusion	Weeks:	39 per year (term time + INSET)
Responsible to:	Assistant Headteacher: Inclusion & SEND Associate Headteacher	Hours:	37 per week (8am-4pm Monday to Thursday. 8am-3:30pm Friday. 30 minute unpaid lunch break each day)

JOB PURPOSE

- To work under the guidance of the Assistant Headteacher: Inclusion & SEND in championing our students with SEND and leading and managing the provision of special educational needs;
- to support ensuring high quality teaching, effective use of resources, and high standards of learning and achievement for all students across the school.

WORK PERFORMED

1. Manage appropriate SEND resources and to ensure that they are used efficiently, effectively and safely.
2. Support the Assistant Headteacher: Inclusion & SEND in managing the implementation of an inclusive curriculum including developing curriculum resources to ensure that pupils with SEND have the necessary levels of support
3. Support the Assistant Headteacher: Inclusion & SEND in sustaining the effective teaching of pupils with SEND & and those identified as Disadvantaged across the school leading to high quality outcomes
4. Support the provision of SEND, including the allocation of support time, the writing of provision and personalised plans, and applying for statutory EHC plans and submitting other referrals as required
5. Lead on the identification of students who are entitled to access arrangements, and ensure all relevant evidence is in place, accurate and available for inspection
6. Deliver intervention sessions on reading, literacy and numeracy, and measure the impact of this work
7. Liaise with parents/ carers, other professionals and relevant outside agencies to ensure that the needs of individual students are met effectively
8. Ensure that accurate and detailed records are kept of meetings and discussions with parents/ carers and outside agencies
9. Ensure that the SEN Register is kept accurate and up to date and that staff are kept informed of student special educational needs
10. Support with the transition of students to year 7 and between key stages
11. Support teachers through with relevant & up to date information so that they are able to provide effective scaffolding and challenge in lessons for students with SEND
12. Support the monitoring of the effectiveness of provision and personalised plans and arrange and chair reviews. This includes termly SEND reviews and annual EHCP reviews.
13. Support the Inclusion Team in the devising, implementation and updating of policies which reflect the school's commitment to high achievement, and effective teaching and learning
14. To analyse and interpret relevant national, local and school student data, plus research and inspection evidence, practices, expectations, targets and teaching methods
15. To use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those students
16. Perform the role of a deputy designated safeguarding officer
17. To undertake other duties, as required, as appropriate to the grade of the post.

PEOPLE RESPONSIBILITIES

The post holder will be the line manager of Teaching Assistants

SAFEGUARDING RESPONSIBILITIES

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for or comes into contact with all staff.

The post holder is expected to fulfil the roles and responsibilities of a deputy Designated Safeguarding officer, under the direction of the school's Designated Safeguarding Lead. This includes but is not limited to:

- Enforcing the school's safeguarding policy
- Being alert to and recognising welfare issues and challenging poor practice
- Gathering and sharing information and making referrals as appropriate
- Be on call for staff to make referrals to

FINANCIAL RESPONSIBILITIES

N/A

BUILDINGS AND EQUIPMENT RESPONSIBILITIES

Manage, with other colleagues, the loaning of equipment and resources.

TRAINING AND DEVELOPMENT

- The School is committed to personal and organisational development of the individual.
- The post holder will be encouraged to contribute to identify and meet job related development needs.

SPECIAL CONDITIONS OF EMPLOYMENT

- The School operates a 'Non-Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g., Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc.

GDPR & DATA PROTECTION

As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the recruitment privacy notice please visit www.lodeheathschool.co.uk/gdpr.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Job description reviewed by: L Suddon

Date: June 2022