

Team Leader (EHCP students)

Management of staff and leadership

- Maintain the SEND Referral System and update colleagues across school on developments with students.
- Apply direction from the SENCo to manage a team Lead Learning Facilitators who oversee provision for students with an EHCP.
- Support colleagues within your team to feel valued and effective in post.
- Ensure efficient deployment of TAs in accordance with SEND team structure and evidence of best practice (e.g. MITA/EEF).
- Complete and review TA timetables regularly to ensure efficient and effective deployment of resources.
- Ensure the planning, management and evaluation of resources is up to date and available on the SEND Team Drive.
- Ensure costed provision mapping is accurate and centrally recorded.
- 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 and achieving EHCP outcomes

- To have oversight of EHCP Annual Review outcomes/actions and ensure relevant staff are clear on the plans in place meet these outcomes
- To support the SENCo in co-ordinating staff training within each of the four areas and ensure INSET planning is complete at the beginning of every year/term
- To contribute to and deliver whole school and Department training under the guidance of the SENCo
- To ensure all EHCP and high profile K code Pupil Profiles are up to date and circulated regularly.
- To ensure all statutory paperwork pre/post Annual Review is completed in line with Local Authority deadlines.
- Assist the SENCo in ensuring that long term plans and schemes of learning are in place for SEND interventions and that they are resourced, delivered and reviewed effectively.
- Ensure registers and records of intervention are up to date and available for review.
- Contribute/Lead Dept briefings and meetings when necessary
- Ensure appraisals and reviews you are responsible for are carried out in a timely fashion – uploading evidence to SIMS.
- To deliver two after school clubs per week
- To support the exams office in ensuring access arrangements are available for all SEND students in line with JCQ regulations.

Communication with stakeholders

- To create new resources to raise awareness of EHCP students and seek to overcome barriers to learning.
- 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 K 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.
- Communicate important information to parents in an efficient and timely manner.