



Job Description

Job Title: SEND Lead

Grade / Salary: PO2, Spinal Point 29 - 32

Line Manager: Headteacher

Main Objectives

- To support the Headteacher in implementing the School Improvement Plan
- To co-ordinate Annual Review Meetings
- To quality assure ARs to ensure all students can access the curriculum, including SEND and other groups vulnerable to under-achievement
- To oversee the day-to-day operation of the school's SEN policy
- Lead on the SEND policy and local offer, liaising with LAs to ensure support
- To work alongside The Head of School: Primary and DHT Secondary to monitor the impact of provision
- Line management of Communication Support Workers (CSWs)
- To be part of the Safeguarding Team
- Undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time as directed by the Headteacher

Responsibilities

To manage an identified cohort of cross-phase pupils with complex profiles:

- To represent the school at annual review meetings
- Liaise with external agencies including Health
- To support families through the process
- To regularly monitor the progress of individual pupils in the cohort against their AR targets
- To maintain the records of ARs
- To inform teachers of agreed interventions, strategies and targets from ARs
- To discuss SEND concerns raised by teaching staff or CSWs
- To liaise with the exams' officer on access arrangements for complex cohort
- To work with the SLT on the evaluation of SEND support and curriculum at Blanche Nevile
- To keep up to date with statutory and/or DfE changes to SEND
- To attend regularly conferences and training related to relevant SEND practice
- Coordinate and deliver interventions to support students' social, emotional, and mental health needs.
- Organise and lead pastoral events such as coffee mornings and workshops,
- Carry out home visits, alongside with the HSLO where appropriate.
- Work alongside staff to provide day to day pastoral support for students, ensuring wellbeing and safeguarding.
- To liaise with the access arrangement officer on access arrangements for complex cohort.

All pupils:

- To support the writing of EHCPs for pupils who are on roll without one

- To lead on alternative placements for pupils whose needs are not met at Blanche Nevile
- To work with the HT, Head of Primary and DHT Secondary on consultations for places at Blanche Nevile
- Support transition for new starters

Audiology

- To support the monitoring and management of the auditory needs of pupils cross-phase.

Line management:

- To manage the cross-phase CSW Team
- To meet regularly with the CSWs both phase based and cross-phase
- To inform the SLT on issues relating to the CSW Team
- To co-ordinate the appraisal of the CSW Team
- To support the SLT and CSWs through the identification of training needs

Safeguarding:

- To be a member of the Safeguarding team as a Deputy Designated Safeguarding Lead
- To attend weekly Safeguarding meetings
- To work with the DSL on identified SG cases
- To keep all aspects of Safeguarding training up to date
- To maintain the schools' health and safety procedures

Safe Record Keeping

- To use school systems, including the School MIS to keep accurate records
- To adhere to GDPR and confidentiality protocols

Communications

- To fulfil the aims of the school and work towards maintaining its ethos
- To participate in relevant meetings and Parents' Evenings
- To meet statutory and school policy requirements
- To liaise with outside agencies as and when necessary
- To work with local authority SEN services
- To respond to parental requests and concerns in accordance with the School policy
- To liaise with the SEN link governor

Professional Development

- To be committed to furthering your own professional development and participating in Performance Management and relevant training as necessary to optimise your performance in this role

Administration

- To be responsible for carrying out designated school duties.

Pastoral

- liaising with the relevant Designated Teacher where a looked after pupil has SEN

September 2025

Signed: _____

Date: _____