

<b>Group Member:</b>		Leeds City College	
<b>Job Title:</b>		SEND Team Leader	
<b>Reports to:</b>		SEND Manager	
<b>Job Grade</b>	LEG D	<b>Department</b>	SEND

### ROLE SUMMARY:

This role requires an experienced SEND professional to lead the support and provisions for a caseload of learners with High Needs & SEND across a specific campus or set of departments. You will be an operational main point of contact with parents and curriculum staff, contribute towards positive outcomes for disadvantaged and vulnerable students and line manage a highly effective team within the SEND department.

### SPECIFIC ROLE RESPONSIBILITIES:

1. Manage a caseload of students with EHCP's/High Needs and ensure the support and provisions are in place to meet relevant outcomes and aspirations.
2. Be the first point of contact for EHCP/High Needs students, their families and related professionals.
3. Support with the annual review process by chairing meetings and completing paperwork that meets the Local Authority standards and within statutory timelines.
4. Ensure that effective transition arrangements are in place for new and prospective students, and that curriculum teams have the necessary support & information in a timely manner.
5. Develop knowledge and understanding of SEND legislation and how this impact on the local offer, school/SILC, College and employer contexts.
6. Support with evidence for funding claims for campus, eg. AEB / ALS / FFI
7. Line management and leadership of identified staff.
8. Deliver training as required.
9. Liaise with relevant teams to ensure that appropriate Exam Access Arrangements are in place for students on campus.
10. Achieve Licence to Review.
11. Facilitate and deliver individual and group visits.
12. Work with curriculum teams to ensure college is accessible for all.
13. Ability to participate in evening/weekend work as required.
14. Any other duties that are specific to the department.
15. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

## **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	SEND Team Leader
-------------------	------------------

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. English and Mathematics at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above.	A / C
E	Q2. Professional level 4 qualification and/or degree	A / C
E	Q3. Level 5 teaching qualification or relevant SEND/Learning Support related qualification or willingness to work towards.	A / C

<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Up to date knowledge and understanding of current Government SEND legislation/guidance related to transition, education, social care and health.	A / I
E	EK2. Thorough and up to date knowledge of Government policy in relation to education and training, including its funding and curriculum/qualification reform	A / I

E	EK3. Extensive and proven experience of working with students or apprentices who have high needs / SEND and the implementation of appropriate support strategies.	A / I / P
E	EK4. Successful and proven experience of managing, leading, mentoring, training and supporting staff whilst developing and maintaining professional relationships.	A / I
E	EK5. Relevant up-to-date knowledge and understanding of quality assurance frameworks, for example - Ofsted, SEND Code of Practice	A / I / T
E	EK6. Up-to-date knowledge and understanding of current safeguarding legislation. in relation to SEND / High Needs learners and apprentices.	A / I
E	EK7. Experience of demonstrating positive impact through data analysis and use of IT platforms.	A / I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	<b>SK1 Communicating and Working with others</b> Ability to effectively communicate with a wide range of stakeholders (students, parents, employers, other professionals)	A / I
E	<b>SK2. Decision Making, Planning, Prioritisation</b> Has a solution focused, evidenced based approach to decision making.	A / I / T
E	<b>SK3. Personal Accountability and Inclusivity</b> Fosters a positive culture of reviewing and improving current practice, using reflection to identify areas for development for self, colleagues and service provision.	A / I
E	<b>SC4. Capacity for change</b> Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty	A / I
E	<b>SC5. Data and Accuracy</b> Effectively use data to drive accuracy for compliance and maximise funding streams.	A / I

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I