

**St Peter's School
Bournemouth**

*With Christ as our guide;
Learning together;
Loving God and each other;
Becoming the best we can be*

**JOB DESCRIPTION: Primary SEND Lead
MPR/UPR
0.6 FTE**

Post Holder's Name:

Responsible to: Line Manager and the Headteacher.

Responsible for: Class Teaching and Leading SEND provision in the Primary Phase

The School Teachers' Pay and Conditions Document 2024 sets out the overriding requirements of the role and responsibilities of all Teachers.

1. Job Purpose & Objectives

- The responsibilities specified in the following job description are in accordance with those specified in the School Teacher's Pay and Conditions Document, which a School Teacher is required to perform. The post holder will be expected to manage all aspects of teaching within the overall educational aims of the school, set within the context of the School Mission Statement and with due regard to its Christian character, and establish and maintain the highest quality possible of teaching and learning.

2. Main Duties and Responsibilities

Key Responsibilities

- Share responsibilities with the SENCO for leading the provision for special educational needs and disabilities (SEND) within the primary phase.
- Raising standards of SEND student inclusion, attainment and achievement by monitoring and supporting student progress.
- Advocate and drive a fully inclusive ethos across the primary phase.
- Advise staff with developing a broad, balanced and inclusive curriculum to help SEND learners succeed.
- Liaise with teaching assistants, class teachers and parents about students with SEND and, where necessary, referring students to the appropriate external agencies for further support.
- Support in the assess/plan/do/review model of evidence gathering for EHCP applications
- Support with access arrangements and testing.
- Liaise with the Local Education Authority and external professionals to ensure annual reviews are complete thoroughly and paperwork is submitted in a timely manner.
- Be responsible for relevant SEND administration with the Local Authority and other outside agencies as directed by the SENCO, including the administration of EHC plans through the annual review process.
- Within the context of the school's aims and policies, work with the SENCO to develop and implement SEND policies, plans, targets and practices.

Whole School Organisation, Strategy and Development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision, with a particular focus on SEND.
- Manage all SEND students in the primary phase, providing staff with relevant information and support to aid successful inclusion, progress and access to learning for all SEND students.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Within the agreed 'Towards rarely cover arrangements' supervise and so far as practical teach any pupils where the person timetabled to take the lesson is not able to do so.
- Participate in meetings, including preparation and delivery of reports, at the school which relate to the curriculum or to administration and organisation, including pastoral arrangements.

Discipline, Health and Safety

- Maintain good order and discipline among the pupils you are teaching, and share in the corporate responsibility for the well-being and behaviour of all pupils in school.
- Safeguard the pupils' and your own safety, both when authorised to be on the school premises and when you are engaged in authorised school activities elsewhere.

Management of Staff and Resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.
- Take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Ensure appropriate implementation of resources (including 1:1 staff) allocated to meet the needs of pupils with an EHCP, monitoring impact.

Professional Development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
- In the case of a teacher serving an induction period pursuant to the Induction regulations, participating in arrangements for their supervision or training

Administration

- Participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.
- Attend assemblies and/or acts of corporate school worship, as required.
- Register pupils, ensuring absences or lateness are noted and appropriate action taken where there are concerns.
- Assist in the supervision of pupils, whether these duties are performed before, during or after school sessions.
- Ensure that all administration for SEND, including statutory guidance, is in place and is monitored.

Working with Colleagues and other relevant Professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Participate in meetings, including preparation and delivery of reports, at the school which relate to the curriculum or to administration and organisation, including pastoral arrangements.

Communication, Activities/Out of hours learning and Extended Schools

- Promote the general progress and well-being of individual pupils and any class or group assigned
- Provide guidance, advice and support to pupils on educational, social and emotional matters and make relevant records and reports on personal and social needs when necessary.
- Communicate and consult with the parents or carers of pupils and with school governors.
- Communicate and co-operate with persons or bodies outside the school where appropriate.
- Participate in meetings arranged for any of the purposes described above.
- Perform particular duties as may be reasonably assigned to you by the Headteacher, or his representatives, from time to time.

Child Protection

All teachers are responsible for ensuring that under their duty of care, they must report any child protection concerns to one of the designated child protection staff: Mr M Spackman, DSL and Mrs Jane Magnien (ESW).

3. Career/Salary Progression linked to this post

In accordance with the provision of the Performance Management & Appraisal Policy and Pay Policy, there will be an annual review of the performance of the teacher taking into account the performance management and appraisal objectives.

The outcomes of the annual performance management review will be considered and may inform the pay review.

4. Additional Information

Within our school we have the expectation that staff will lead a daily act of worship with pupils in their assigned class, and lead assemblies as directed.

Additional Information

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher or nominated representative (in consultation with the post holder) to reflect the changing needs of the School.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or his/her representative

Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post Holder

Date

Signed

Headteacher

Date

Agreed: April 2025

Review: