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| **Job title:** | **SEN Officer** |
| **School:** | **Lion Academy Trust** |
| **Responsible to** | **Executive Principal** |
| **Location:** | **Across all Lion Academy Trust Schools (based at Barclay Primary School)** |
| **Salary:** | **Main Scale / Upper Threshold + SEN Allowance (Depending on Experience and not suitable for ECT’s)** |
| **Contract type:** | **Permanent** |

**CORE PURPOSE:**

To lead on the quality assurance, support and challenge for all Lion Academy Trust Primary Schools that have EHCP and send support consultations with the local authority and to ensure that the schools have the capacity and can access the legal and education expertise to ensure that all children's needs are funded to the highest level. In addition, to guide staff in developing consistent practice in the teaching and learning and provision for SEN pupils (including vulnerable and looked after children), ensuring high quality learning opportunities, pastoral care, safeguarding and behaviour through the management of inclusion so that all children achieve the highest standards of attainment and achievement.

**CORE DUTIES:**

SEND Officer; To carry out the duties as detailed in the SEN Code of Practice and support schools to meet the funding requirements of special educational needs children. The SENCO will be Trust based but will be expected to support specific schools when required. To be one of the designated child protection officers overseeing child protection issues looked after children and the school’s child protection team.

**General responsibilities:**

Implement and oversee SEND policies in accordance with the SEND Code of Practice:

* Develop and regularly review local SEND policies and SEND Information Reports to ensure alignment with national guidelines and compliance with reporting and publishing requirements.
* Review the effectiveness of procedures for identifying, assessing, and supporting children with SEND and provide updated guidance to ensure that the needs are identified early and that the appropriate support is in place.
* Ensure all stakeholders (schools, parents, health services) understand and follow these policies and monitor the impact and effectiveness.
* Monitor policy implementation across different settings and address any inconsistencies.
* Stay informed about changes to national SEND policies and update local practices accordingly

Coordinate assessment processes for children with potential SEND:

* Establish consistency across the Trust schools with the implementation of the Trust SEND strategy and the efficient referral systems for children who may have SEND.
* Oversee multidisciplinary assessments, ensuring they are thorough and timely and set out clearly the needs of all pupils.
* Ensure that schools are suitably equipped to be able to child the local authority to account for delivering assessments within the statutory timeframes.
* When reviewing consultation, as well as advising schools, liaise with the appropriate professionals such as educational psychologists, speech therapists, and other specialists.
* Ensure that all SEND assessments consider the child's academic, social, and emotional needs
* Implement standardised assessment tools and procedures across the Lion Academy Trust schools.
* Design and implement a process of assessing all new arrivals so that there is quick and effective identification of needs in these schools.

Support schools to develop and maintain Education, Health and Care (EHC) plans:

* Oversee the creation of comprehensive and person-centred EHC plans and annual review processes.
* Ensure all statutory timelines for EHC plan development and review are met and support schools to challenge the local authority as appropriate.
* Coordinate input from education, health, and social care professionals and support schools with interpreting and costing these reports and recommendations and hold the LA to account for the appropriate funding.
* Involve children and families in the EHC plan process, ensuring their views are central
* Regularly review and update EHC plans to reflect changing needs and circumstances

Liaise with schools, parents, and other professionals to ensure appropriate support:

* Act as a central point of contact for SEND-related queries and concerns. Oversee the register if complex cases and cases where the funding arrangements do not enable the schools to meet the needs of the child/ren
* Facilitate effective communication between all parties involved in a child's care and ensure that there is monitored progress made towards resolving issues.
* Organise and chair multi-agency meetings to discuss complex cases and challenge practice as required
* Mediate disputes and find collaborative solutions to support issues that arise between agencies and parents and schools.
* Provide regular updates to stakeholders on SEND provision and outcomes

Monitor and evaluate the effectiveness of SEND provisions:

* Develop and implement systems to track the progress of children with SEND when working significantly behind the age related expectations.
* Conduct regular audits of SEND provision in the schools and support the analysis of funding and the reconciliation of funding and cost to ensure that schools have the appropriate amount of funding to meet the needs of the children.
* Analyse trends and funding with the data available on SEND
* Analyse SEND outcomes to identify trends and areas for improvement
* Commission and oversee external evaluations of SEND services when necessary
* Report on the effectiveness of SEND provision to senior leadership and committees

Manage SEND budgets and allocate resources efficiently:

* Develop secure understanding of SEND funding and monitor the annual SEND budgets as well as support schools to secure additional funding to meet the needs of children as set out in their EHCP’s
* Monitor spending throughout the year and track progress towards resolving funding deficits.Use legal support effectively to increase funding.
* Support schools to allocate resources based on needs assessments and statutory requirements.
* Ensure value for money in SEND provision without compromising quality of support

Identify funding sources and prepare funding applications:

* Stay informed about national and local funding opportunities for SEND services and advise SENCo’s through regular SEND forums.
* Secure additional funding through identifying and completing funding applications, clearly demonstrating need and impact.
* Build relationships with potential funders and stakeholders
* Collaborate with other departments to identify cross-cutting funding opportunities
* Manage the implementation of successful funding bids, ensuring deliverables are met

Ensure compliance with statutory requirements and deadlines:

* Maintain an up-to-date knowledge of SEND legislation and statutory guidance
* Develop systems to track and meet all statutory deadlines for assessments and reviews
* Conduct regular audits to ensure compliance across all areas of SEND provision
* Provide training and support to staff on statutory requirements
* Prepare for and manage inspections related to SEND provision

Provide training and guidance to school staff on SEND matters:

* Assess training needs across schools and develop a comprehensive training program
* Deliver workshops and seminars on various aspects of SEND support and legislation
* Create resource materials and toolkits for schools to use in SEND provision
* Offer ongoing support and advice to SENCOs and teaching staff
* Stay updated on best practices in SEND education and disseminate this information

Advocate for SEND children's rights and inclusion:

* Promote inclusive practices across all educational settings
* Ensure the voice of children with SEND is heard in decision-making processes
* Challenge discriminatory practices or policies that may disadvantage SEND children
* Work with local parent/carer forums to understand and address concerns
* Represent SEND interests in local authority strategic planning and decision-making

Challenge local authority funding decisions:

* Conduct thorough needs assessments to quantify required resources
* Gather evidence of insufficient funding and its impact on SEND provision
* Prepare detailed reports highlighting funding gaps and their consequences
* Engage with local authority finance teams to understand budget constraints
* Present compelling cases for additional funding, citing statutory obligations
* Utilise the SEND Tribunal process when necessary to secure appropriate resources
* Collaborate with school leaders to articulate funding requirements effectively
* Stay informed about national SEND funding policies and use this knowledge in negotiations
* Build coalitions with other SEND professionals to advocate for systemic funding improvements
* Propose innovative solutions for cost-effective SEND provision to strengthen funding arguments

Oversee legal budget for incompatibility cases:

* Manage a dedicated legal budget for addressing incompatibility issues
* Assess cases where local authority decisions may be incompatible with statutory requirements
* Consult with legal experts to determine the viability of legal challenges
* Allocate funds for legal representation in SEND Tribunal cases or judicial reviews
* Monitor and report on the use of the legal budget, ensuring transparency and accountability
* Develop criteria for prioritising cases that require legal intervention
* Coordinate with internal stakeholders and external legal counsel on case strategies
* Analyse outcomes of legal proceedings to inform future decision-making and budget allocation
* Seek cost-effective alternatives to formal legal action where appropriate
* Maintain detailed records of legal expenditures and case outcomes for audit purposes

**Staff development and support:**

**This will include:**

* Organising and delivering training, as needed, to groups of school staff.
* Supporting, monitoring and leading staff in the use of assessment information and processes to inform teaching and learning;
* Provide a model of minimum good SEN practice and provision.
* Providing in-class support to staff, through demonstrating high quality lessons, team teaching, observation and feedback.
* Undertaking personal and professional development in order to maintain an up-to-date knowledge of educational initiatives, technologies and pedagogy, in order to advise appropriately on future strategies and requirements;
* Conduct appraisal meetings with support staff to set professional development and pupil progress targets ensuring underperformance of children and the member of staff’s own practice improves and is a minimum standard of good. Monitor, guide, support and challenge support staff’s progress towards those targets.

**External liaison:**

• Liaise with relevant external agencies as appropriate, on specific teaching and learning issues relevant to your responsibility areas.

• Liaise effectively with parents/stakeholders/other schools to ensure excellent relationships between home and school in order to improve pupil’s learning and behaviour. This includes been proactive in solving issues and reflecting a high stakeholder service to ensure that the relationships with parents and stakeholders impact positively on all pupils outcomes.

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

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| **Appointed Candidate’s Name:** |  |
| **Date of Appointment:** |  |
| **Signature of Appointee:** |  |

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.