



TEMPORARY DLP SEND HUB LEAD (0.8) AND SJW SENDCO CONSULTANT (0.2)

Post Title:	TEMPORARY DEVELOPING LOCAL PROVISION- SEND HUB LEAD (Maternity cover)	TEMPORARY SENDCO CONSULTANT FOR SAINT JOHN WALL CATHOLIC SCHOOL
Salary	Part-time, 0.8 FTE, Leadership Scale 1-5 (Maternity cover but may be extended) From 1 September 2024 until 28 February 2025	Part-time, 0.2 FTE, Leadership Scale 1 – 5 From 1 September 2024 until 31 August 2025
Principal Accountabilities		
Purpose:	<ul style="list-style-type: none"> To help secure a high quality of education through effective and rapid intervention for SEND pupils within the Hubs. To monitor, support and be accountable for pupil progress and development. To act as a role model of best practice to colleagues; keeping up to date on issues relating to SEND, attending school events and representing the schools in a professional capacity across the partnership. To ensure that the aims and objectives as set out in the DLP project outline; related funding is accounted for as required; and DLP updates are provided to BCC DLP Leads at regular intervals. 	<ul style="list-style-type: none"> To oversee the policies, statutory provision and entitlements for SEND pupils at Saint John Wall Catholic School. To act as a role model of best practice to colleagues; keeping up to date on issues relating to SEND, attending SENDCO meetings and representing the school in a professional capacity during parent/external agency meetings linked to SEND pupils. To line manage and deploy colleagues at Saint John Wall with responsibilities for SEND provision e.g. Pupil coaches, SEND Admin. To undertake any other duty commensurate with the role of SENDCO.
Reporting to:	Link SLT members and Headteachers at Saint John Wall Catholic School and Hamstead Hall Academy.	Link SLT member and Headteacher at Saint John Wall Catholic School
Responsible for:	North West Secondary DLP Project	SJW SEND pupil provision
Liaising with:	Headteachers, link SLT members, staff in other schools (including teaching and non-teaching staff, SENDCOs etc), external agencies (including WMSLT, PSS etc) and parents.	
Working Time:	Two days per week at Saint John Wall Catholic School. Two days per week at Hamstead Hall Academy. Note: there is flexibility to complete some work from home in this role.	One day per week at Saint John Wall Catholic School. Note: there is flexibility to complete some work from home in this role.
Disclosure level	Enhanced	
General responsibilities	<ul style="list-style-type: none"> Liaise with staff in other schools to access all elements of the DLP offer. 	<ul style="list-style-type: none"> Liaise with staff, parents, pupils, external agencies to ensure high

	<ul style="list-style-type: none"> • To co-ordinate all elements of the DLP offer in the networks original bid proposal. • Represent DLP at appropriate meetings/events. • Arrange half termly meetings with the DLP Steering group and your BEP consortia partner/DLP Network Partner. • Liaise with team partners to set tight agenda for discussion. • Ensure meetings run to time and actions are shared. • To liaise with external agencies such as WMSLT and PSS to ensure that pupils receive appropriate and timely support. • To ensure General Data Protection Regulations (GDPR) are followed in relation to data sharing. • To undertake any other duty commensurate with the role. 	<p>quality provision for SEND pupils, and positive home-school relationships.</p> <ul style="list-style-type: none"> • Lead on review meetings for pupils with an EHCP or SSPP, ensuring they run to time and actions are logged and implemented. • Liaise with the Business Officer and other staff to ensure best value and effective use of funding. • Maintain up-to-date records and documentation for SEND pupils e.g. EHCPs, SSPPs, pupil passports. • Identify pupil needs and facilitate appropriate interventions and support. • To liaise with external agencies such as WMSLT and PSS to ensure that pupils receive appropriate and timely support. • Be the nominated SENDCO to lead on the access arrangements process in the school, and ensure all documentation and processes are as per examination board requirements.
Monitoring and evaluation to include	<ul style="list-style-type: none"> • To create tracking documents to measure pupil progress and personal development. • To coordinate the information from individual schools progress against key performance indicators (KPIs) and gather data to show impact towards intended outcome for all schools in the DLP project. • To collate and submit the termly reports linked to the project KPIs and intended outcomes and return this to BCC after approval from Headteacher steering group. • To use the information from half-termly reviews and work with SLT links in each school to formulate action plans for continual progress towards KPIs and intended outcomes. 	<ul style="list-style-type: none"> • Oversight of the personal development and academic achievement of SEND pupils. • To make use of assessment data and other information to inform practice • Monitoring the effectiveness and impact of interventions. • To ensure General Data Protection Regulations (GDPR) are followed in relation to data sharing.
Recruitment	Involvement in the shortlisting of staff and the interview process for each hub when required.	Involvement in the recruitment of a permanent SENDCO, and any SEND pupil coaches.
Specific responsibilities	To lead each hub for two days each week.	To lead and manage the school's SEND provision.
Other specific duties	<ul style="list-style-type: none"> • To play a full part in the life of both school communities, to support their distinctive missions and ethos and to encourage staff and students to follow this example. • To support the schools in meeting their legal requirements for worship. 	

- To promote actively both schools' corporate policies.
- To continue personal development as agreed.
- To comply with both schools' Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteachers to reflect or anticipate changes in the job commensurate with the grade and job title.