



Job Description

Post Title:	TEMPORARY DEVELOPING LOCAL PROVISION- SEND HUB LEAD
Salary	Leadership Scale 1-5 (Temporary for 2 years based on DLP funding)
<u>Principal Accountabilities</u>	
Purpose:	<ul style="list-style-type: none"> • To help secure a high quality of education through effective and rapid intervention for SEND pupils within each local provision hub. One local provision hub is at Saint John Wall Catholic School and the other local provision hub is at Aston Manor Academy. • To promote the Catholic ethos, mission, aims and objectives of Saint John Wall Catholic School and to safeguard the well-being of all pupils studying in this hub. • To ensure that Aston Manor Academy's ethos of 'all different; all equal; all achieving' is embedded in all aspects of practice within the hub and with all stakeholders. • To monitor, support and be accountable for pupil progress and development within each local provision hub. • 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 develop and enhance the teaching practice of other staff at Saint John Wall Catholic School and Aston Manor Academy. • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in each hub. • To effectively manage and deploy staff, financial and physical resources within each hub. • To ensure that each Hub fulfils 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. • To continually review and adapt practice as each hub develops with the aim of refining the hub model, developing additional hubs in Year 2, and establishing long-term sustainability of this type of provision for North West Secondary Schools.
Reporting to:	Link SLT members and Headteachers at Saint John Wall Catholic School and Aston Manor Academy, BCC DLP Leads.
Responsible for:	The hubs and hub staff at Saint John Wall Catholic School and Aston Manor Academy.
Liaising with:	Headteachers, link SLT members, staff in other schools (including teaching and non-teaching staff, SENCOs etc), external agencies (including WMSLT, PSS etc) and parents.
Working Time:	195 days per year. Full time. 2.5 days per week at Saint John Wall Catholic School. 2.5 days per week at Aston Manor Academy.
Disclosure level	Enhanced
General responsibilities	<ul style="list-style-type: none"> • Liaise with staff in other schools to identify and assess pupils for placements in each hub. • To plan and manage transition for pupils in each hub, including meeting with potential parents and pupils and meeting with school staff. Transition includes into the hub and successful re-integration to home school, including producing learning

	<p>plans (and, if necessary/appropriate, providing specific staff CPD) to support pupil reintegration to home school.</p> <ul style="list-style-type: none"> • To organise the rapid intervention programme in each hub with a focus on improving literacy and personal development. • To coordinate pupil attendance. • To ensure that parents are well informed about their child's progress. • To coordinate marketing and liaison activities such as advertising to other schools, open evenings, parents' evenings, transition meetings. • To liaise with external agencies such as WMSLT and PSS to ensure that pupils in each hub receive appropriate and timely support. • To coordinate and lead relevant CPD across the two schools with regards to transition, best practice and partnership work. • To undertake some teaching in each hub if required. • To undertake the role of Designated Safeguarding Lead for pupils in each hub. • To undertake the role of First Aider for pupils in each hub. • To gather information and complete necessary paperwork for pupils identified whose needs may not have been adequately met by the hub or their mainstream school, with a view to finding the best provision for them. • To ensure General Data Protection Regulations (GDPR) are followed in relation to data sharing. • To undertake any other duty commensurate with the role.
Monitoring and evaluation to include	<ul style="list-style-type: none"> • To create tracking documents to measure pupil progress and personal development. • To monitor and evaluate teaching in each hub. • Appraisal of staff in each hub. • To measure progress against key performance indicators (KPIs) and gather data to show impact towards intended outcomes. • To write half-termly reviews linked to KPIs and intended outcomes. • 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.
Recruitment	Involvement in the shortlisting of staff and the interview process for each hub when required.
Specific responsibilities	To lead each hub for 2.5 days each week.
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.