

JOB DESCRIPTION

Post:	Head of SEND
Responsible to:	Vice Principal Student Engagement
Pay Band:	14

JOB PURPOSE

In order that the best performance and outcomes can be achieved by students and by the college, all college managers will operate and perform within a framework of transparency, respect, and positive challenge; trusting and supporting each other and the teams for whom they have responsibility. All college managers are expected to be flexible in their approach, corporate, pro-active and responsive to changing demands and responsibilities and passionate about the success of the college.

OVERALL PURPOSE

- To lead the day to day operations of all support for students with Special Educational Needs and Disabilities, including the Learning Support & Study Support provision across all College provision.
- To provide the strategic direction for the college's SEND provision with the aim of achieving excellent achievement, progression and outcomes for all students with SEND.

MAIN TASKS

1. SEND Provision

- To lead on all aspects of SEND provision and develop systems to ensure that all SEND students are able to make excellent progress and achieve their long term goals.
 - To ensure the college meets its statutory responsibilities with regards to the SEND Code of Practice (2015) and the Equality Act (2010) in respect of provision for students.
 - To oversee all Education, Health and Care Plan consultations, including supporting SENCOs with decisions on individual cases as required, liaising with Local Authorities to agree placement numbers and funding.
 - Manage and oversee the college Annual Review process to ensure adherence to the timescales set out in the SEND Code of Practice (2015), and that a consistent and person-centred approach is taken across the college.

- To manage the operational aspects of the High Needs Contracts with relevant Local Authorities.
- To liaise with relevant the local authorities to ensure appropriate contribution is made to the authority's Local Offer to reflect the College's contribution to SEND provision locally.
- Ensure cross college compliance with the funding mechanisms related to SEND provision, including ESFA and AEB funded learners, and provide support to colleagues as required to ensure collation and submission of data as required to meet all funding deadlines.
- To develop and oversee the referral system to ensure students who disclose or are identified with learning support needs are promptly assessed for support in college.
- To provide advice to the College to with regards to reasonable adjustments to enable access to learning and compliance with legislation.
- To provide training and advice to cross college staff on a range of conditions, diagnoses and disabilities as required and determined by the needs of the student body.
- To source and manage specialist support services or therapies as required to ensure the college can continue to provide for the SEND needs of its local community in line with the strategic aims of the College, including agreement and monitoring of caseloads, individual student provision and costs.

2. Leadership

- Advise on the appointment of college staff;
- Ensure that staff within department are supported to continually enhance their performance;
- Allocate fair and effective workloads to staff and support and monitor their performance;
- Ensure both permanent and hourly paid staff are appraised annually and that their training and development needs are considered and met;
- Ensure that staff contribute effectively to programmes of quality assurance and improvement in the college;
- Ensure that staff work in accordance with good health and safety practices;
- Ensure that staff work in accordance with college policies on equality and diversity and safeguarding.
- Manage budgets, including those for hourly paid staff, equipment and materials;
- Assist in preparing a plan and making proposals for the purchase of capital items;
- Ensure that College financial regulations and procedures are followed;
- Ensure that health and safety procedures are established and followed;

- Take responsibility for the management of areas of the college estate and accommodation where appropriate;
- Teach and supervise students;
- Teach on courses within or outside the faculty to an agreed teaching load;
- Undertake the related curriculum development and evaluation, student assessment, record keeping, liaison with tutors, etc;
- Oversee the guidance, selection, admission, induction, welfare and conduct of students, and the related formal student procedures in conjunction with others.

3. Other Duties

The post holder will undertake such other duties as the Principal may, from time to time determine in consultation with the post holder, to ensure the continued existence, viability and progress of the College.

4. Safeguarding and Safer Recruitment

The college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. The person appointed to this post will from day to day, have contact with students, many of whom are under eighteen years of age, some under sixteen years, and a number of whom may have moderate to severe learning difficulties and/or disabilities. As such, the successful applicant will be required to have an Enhanced DBS check before starting in the post as well as providing proof of right to work in the UK. The postholder is also expected to ensure that the College upholds its statutory duties under Section 21 of the Counter-Terrorism and Security Act 2015, to have due regard to the need to prevent people from being drawn into terrorism.

Other Duties Applicable To All Staff Working At Abingdon and Witney College

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.

- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential criteria	How assessed
1	Honours degree or evidence of successful study at Level 4 or above	Application
2	Evidence of sustained personal development	Application
3	Significant and successful experience of managing SEND provision for young people at secondary or post-16 level	Application & interview
4	Significant experience of developing provision to support a range of Special Educational Needs and Disabilities	Application & interview
5	Significant experience of working the processes set out within the SEND Code of Practice (2015)	Interview
6	Significant experience of working with families to develop provision and progression plans	Application & interview
7	Experience of working in partnership with a local authority in respect of SEND provision	Application & interview
8	Experience of accessing SEND funding streams	Interview
9	Good understanding of a range of Special Educational Needs and Disabilities	Interview
10	Thorough knowledge and understanding of the relevant legislation and guidance, including, but not limited to, the SEND Code of Practice (2015) and the Equalities Act (2010)	Interview
11	Understanding of the scope of partnership working required to develop successful provision	Interview
12	Ability to communicate effectively with a wide range of people at all ages and levels	Application & interview

13	High level of competency in leading meetings with other professionals, parents and students, eg Annual Review	Interview
14	High level analytical, interpersonal and communication skills	Interview
15	Ability to understand and process new information in the context of own role	Interview
16	Proven ability to manage a budget	Application
17	Proven ability to lead and motivate staff	Application & interview
18	Demonstrating a passion for working with students with Special Educational Needs and Disabilities	Application & interview
19	Resilient when working under pressure or with challenging people	Interview
20	Open minded and emotionally intelligent	Interview
21	Confident and giving confidence	Interview
22	Team player	Interview
23	Able to travel flexibly between sites and to external events, with access to a car	Interview
24	Willingness to work flexibly as some (planned) evening work is a requirement of the job	Interview
25	Satisfying the college employment checks	Application & interview

It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1	Teaching qualification	Application & interview
2	National SENCo Award or equivalent	Application
3	Previous employment in an FE setting	Application
4	Previous experience of developing provision in partnership with other providers	Application & interview
5	Previous experience of managing a large cross-organisational team	Application & interview
6	Understanding of general requirements relating to Safeguarding and Prevent	Interview
7	Understanding of funding and compliance requirements in relation to SEND and Additional Learning Support	Application & interview
8	Knowledge of the wider FE sector as relevant to SEND provision	Application & interview

CONDITIONS OF SERVICE

Salary:	Pay band 14
Payment:	Monthly payments direct to bank via BACS
Hours:	37 hours per week
Holidays:	37 days per annum, plus public holidays
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically admitted to the to the Teachers' Pension Scheme. Details can be obtained from the College on appointment.

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.