The Sisters of the Sacred Hearts of Jesus and Mary

Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.

Pield Heath House School

JOB PROFILE	
Department	Education
Job Title	Lead in Administration of SEND Statutory Processes
Reports To	SLT
Responsible To	Principal
Grade	Grade 7 Term Time Only + 5 INSET days + 80 hours
Job Purpose	To lead and manage the SEND Administration pathway from admission through to transition, ensuring high-quality, statutory compliant and person-centred provision and processes. The post holder will: • Implement and carry out • Statutory SEND processes including EHCP Annual Reviews. • To liaise with multi-disciplinary agencies, parents and carers, LA's, Career Agencies and coordinate multi-disciplinary professionals supporting students. • Develop strong partnerships with families to remove barriers to engagement • Lead attendance monitoring and targeted intervention strategies

JOB DESCRIPTION

Main Duties and Responsibilities

Statutory SEND Leadership

- Lead and quality assure EHCP Annual Review processes.
- To be responsible for ensuring that the statutory processes in relation to Annual Reviews are compliant with SEN legislation.
- Complete all statutory paperwork in consultation with relevant stakeholders, teachers, parents, therapists and young person

- Produce and respond to correspondence with regards to reviews and student progress including processing forms, returns etc.
- Be the first point of contact within the school for external agencies with regards to review meetings.
- Produce and respond to correspondence with regards to reviews and student progress including processing forms, returns etc.
- Using specialist knowledge provide support and advice to senior staff regarding the annual review process.
- Provide induction to new staff on SEN legislation, the Annual Review process and the EHCP's.
- To ensure the evidence of progress of young people is recorded, reviewed and demonstrated in the school's annual review process, particularly in relation to outcomes and provision as set out in the Statements of SEN and Education Health Care Plan.
- In collaboration with the Transition Specialist ensure that students with SEN are provided with relevant careers advice and planning to support the appropriate placement for the next stage of their education.
- Contribute to the planning and development of administrative procedures and systems as relates to the management of your area of responsibility.
- Form/maintain a good working relationship with each LA and other commissioning body to ensure Pield Heath School is always their 1st port of call when placing potential students who need an SEN place
- To keep your knowledge of the legislation and good practice around SEN provision current and ensure the policies and procedures at the school are kept up-to-date and relevant.
- Ensure that confidentiality is observed at all times and abide by the data protection act.

Key contact with external professionals

- Arrange, facilitate and attend meetings with external professionals and families (Off and onsite).
- Co-ordinate and implement resulting actions.
- Work closely with the SLT, PBS Lead, and Class Teacher to complete referrals, monitor and track applications for external intervention and supporting assessments.
- Networking for local provision (Early intervention/PBS/CAMHS LD/CWDT Other SEN Schools), completing the relevant referrals or forms.

Attendance Leadership

- Establish positive relationships with CYP and their families.
- Monitor whole-school attendance daily, weekly and termly, identifying trends, vulnerable groups and persistent absence (including Pupil Premium students and those with complex needs).
- Monitor attendance trends and identify students at risk of persistent absence.
- Work in collaboration with the school's PBS Team and teachers to ensure robust tracking, accurate coding and timely intervention.
- Coordinate targeted intervention strategies, sharing data with relevant stakeholders.
- Provide half termly reports to the Principal and SLT.

Family Engagement

- Build positive relationships with families to support engagement in education.
- Facilitate meetings with parents and carers regarding attendance, provision and support.
- Support families to access external support services where required.

- Facilitate Parent Forum and Consultation arrangements in consultation with key professionals eg SLT, Therapists, PBS
- Conduct home visits

Multi-Disciplinary Team

- Co-ordinate and facilitate Team around the Child and MDT Meetings.
- Have a holistic approach to education and reflect the importance of emotional well-being to the developmental and mental health needs of CYP.
- Work alongside teachers, parents and CYP to support individual's learning to prevent barriers to learning – working together to set clear targets to enable engagement and progress. Targets will be reviewed with all stakeholders present at set times.
- Track and implement action points working closely with the PBS Team and Class teacher to facilitate, monitor and track applications for external intervention and supporting assessment.
- Ensure accurate records and minutes of meetings are kept.
- Produce termly reports for Governors on the impact of TAC meetings and quality of individual provision.

Responsibility

- To be responsible for the management of annual review process.
- To be responsible for progressing individual cases in discussion with education colleagues and other agencies such as Health Trusts and Social Services to collate the necessary information needed to produce EHCP's
- Undertake and prioritise duties accurately and efficiently, especially when under pressure and working to tight deadlines.
- Bring matters of concern relating to pre-determined deadlines to the attention of SLT and Principal.
- Ensure School SEN/Inclusion Policy remains current with legislation.

Decision Making

- Making judgements and balancing the evidence about the best course of action.
- When matters are confidential or need to be dealt with sensitively – especially when child protection is involved.

General Requirements

- Carry out duties in line with the school's SEN / Inclusion Policy, Equality Policy and arrangements for Health & Safety at work.
- Promote and safeguard the welfare of children and young people that you come into contact with.
- Contribute to the overall ethos, work and aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and performance development as required.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The post holder will be expected to undertake other tasks

commensurate with the general level and responsibility of the post as decided by the Principal and/or Governing Body in the context of the schools changing needs.

The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Pield Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.

The Post Holder is expected to uphold the Christian ethos of the school.

Postholder Name: _____

Signature: _____

Date: _____

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS & TRAINING		
Good standard of general education (e.g. GCSE English and Maths or equivalent)	✓	
Relevant SEND qualification or equivalent experience.	✓	
KNOWLEDGE & EXPERIENCE		
Considerable eexperience working within SEND sector.	✓	
Strong knowledge of the SEND Code of Practice.	✓	
Experience coordinating statutory processes.	✓	
Experience working with families and multi-agency professionals.	✓	
Experience monitoring attendance and implementing interventions.	✓	
SKILLS & ABILITIES		
Excellent interpersonal and communication skills.	✓	
Strong organisational and time management skills.	✓	
Ability to work autonomously and prioritise competing demands.	✓	
Ability to present information clearly in written and verbal formats.	✓	
Demonstrable skills in Microsoft Office, Word, Excel and Powerpoint	✓	
PERSONAL ATTRIBUTES		
Positive and flexible approach to work.	✓	
Ability to work collaboratively with a range of professionals.	✓	
Commitment to equality, diversity and inclusion.	✓	
Commitment to the ethos of the school.	✓	