



Specialist SEN Consultant

Current Job Holder:	
Salary Range:	Leadership pay spine
Responsible to:	Trust CEO
Main Purpose of Job:	
<p>The Specialist SEN Consultant, under the direction of the CEO, will:</p> <ul style="list-style-type: none"> • Determine the strategic development of special educational needs (SEN) policy and provision in the trust. • Provide professional guidance to colleagues, working closely with staff, parents and other agencies. 	

KEY RESPONSIBILITIES

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the trust, monitoring and reviewing the quality of provision.
- Contribute to trust schools self-evaluation, particularly with respect to provision for pupils with SEN or a disability.
- Ensure the SEN policy is put into practice, and embedded into School Improvement plans across the trust.
- Maintain an up-to-date knowledge of national and local initiatives and Statutory processes which may affect the trust's policy and practice.
- Evaluate whether funding is being used effectively and propose changes to make use of funding more effective.
- Support mediation and tribunal processes.

Operation of the SEN policy and co-ordination of provision

- Oversee the maintenance of accurate SEND register and provision maps for trust schools.
- Provide guidance and training to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support.
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment.
- Be aware of the provision in the local offer.
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies.
- Be a key point of contact for external agencies.
- Analyse assessment data for pupils with SEN or a disability.
- Provide advice and guidance on the delivery of intervention groups for pupils with SEN, and evaluate their effectiveness.

Support for pupils with SEN or a disability

- Support trust schools to co-ordinate provision that meets pupil needs, and monitor effectiveness.
- Secure relevant services for the trust pupils.
- Ensure records are maintained and kept up to date.
- Support schools to review education, health and care plan with parents or carers and the pupil.
- Provide effective communication regularly with parents/carers and multi-disciplinary teams.
- Promote pupil inclusion in the school communities and access to the curriculum, facilities and extra-curricular activities.
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability.

Leadership and management

- Work with the trust CEO, headteachers and governors to ensure the schools meet their responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Contribute to the Trust Development plan and trust policy.
- Identify training needs for staff and how to meet these needs.
- Lead SEN INSET for staff where required.
- Share procedural information, such as the trust’s SEN policy.
- Promote an ethos and culture that supports the trust’s SEN policy and promotes good outcomes for pupils with SEN or a disability.

Physical Demands

- Normal physical effort required.

Working Conditions

- Role is based across the trust schools.

GENERAL EXPECTATIONS**Expectations of Jobholder**

- Be aware of and comply with PPAT policies.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder’s work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
- Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Commit to professional self-development, such as through participation in inset training and professional services network as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the Trust. Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder Signature:

Date:

CEO Signature:

Date: