

We Are Hiring

SEN LEAD

Creativity

Holistic Education

Open-Mindedness

Individuality

Location:	TCW East London School (E1)
Hours:	Monday: 8:30am - 4:30pm Tuesday: 8:30am - 4:30pm Wednesday: 8:30am - 4:30pm Thursday: 8:30am - 6:00pm Friday: 8:30am - 4:00pm
Salary:	Starting from £32,270 FTE per annum
Responsible To:	SEND Officer - East London School

Role Summary:

The SEN Lead plays a vital role in ensuring that students with Special Educational Needs and Disabilities (SEND) receive high-quality education and support. Working within the education team and alongside the safeguarding team, the SEN Lead coordinates Annual Reviews, monitors the implementation of strategies, audits SEN provision, and contributes to policy development. This role requires collaboration across the school, promoting a unified and inclusive approach that ensures the needs of students are met effectively both onsite and offsite.

Responsibilities:

Annual reviews and EHCPs

- Coordinate and lead Annual Review meetings, ensuring statutory requirements are met.
- Prepare and submit comprehensive Annual Review reports to Local Authorities, parents, and professionals within the statutory timeframe.
- Collaborate with the curriculum and personal development teams to ensure EHCP targets are followed and progress is effectively tracked.

Meeting student needs

- Work with the admissions team to ensure we can meet new students' needs and finding appropriate provision for them
- Work with the curriculum team to ensure there are suitable individual education plans for students with SEND
- Work with the curriculum team to track student progress and proactively identify students who may require additional input and/or stretching
- Ensure Risk Assessments reflect students' needs
- Ensure IHCPs are reviewed in line with the requirements
- Coordinate student access arrangements for sitting exams
- Provide positive and targeted support for students with SEND
- Identify resources needed to meet the needs of students with SEND adhering to budgets and submitting cases for significant investments
- To keep the Headteacher and SLT apprised of student progress and arising issues
- Act as the primary point of contact for parents and carers of students with SEND
- Ensure student voice informs SEND strategy and provision.

Supporting the education team

- Support the in leading the education team and covering them where required
- Support the Safeguarding team with handling concerns raised by staff
- Support the education teams in leading initial meetings for new students
- Coordinate onsite visits for prospective new students, liaising with families and professionals
- Develop and maintain strong relationships with external services (CAMHS, social services, therapy services) and collaborate where necessary to enhance outcomes for students
- Attend core groups, TACs, CP conferences and other professional meetings
- Support the education team including proofreading reports, curriculum and welfare audits, making calls to parents/professionals as required

Supporting teachers and training

- Coordinate SEND observations and offer feedback and support to teachers
- Support teachers working with SEND students, suggesting teaching strategies and providing specific lesson plan ideas and templates where required
- Run weekly clinic meetings when needed to give support for teachers who request them
- Disseminate good practice in SEND across the school
- Coordinate training or input from SALT workers, EPs and other SEND related professionals and disseminate across the teaching teams
- Devise and lead SEND training
- Provide guidance and support for staff during incidents involving students with complex needs

SEND strategy

- Work with the wider SEND department to develop the school's provision for SEND and ensure a consistent service is delivered
- Keep up-to-date with the latest developments in teaching and learning, research and compliance for teaching students with SEND
- Attend training and complete CPD as required
- Complete the half termly SEND Report
- Renew and update the school's SEND and accessibility policies
- Assess and analyse data regarding the SEND of the school to identify areas of strength and improvement
- Work with the SLT to develop the school's SEND provision

Person Specification:

Essential:

- A SEN-related Master's degree or equivalent qualification.
- Extensive experience working with children with SEND, including those in alternative provisions.
- In-depth knowledge of safeguarding practices and legislation.
- Strong organizational skills and attention to detail.
- Ability to work autonomously and as part of a team.
- Excellent communication skills, both written and verbal.
- Flexibility, adaptability, and resilience in challenging environments.
- Commitment to maintaining confidentiality and professionalism.

Desirable:

- Qualified Teacher Status (QTS).
- SENCo qualification.
- Certification in psychometric testing, assessment, and access arrangements.
- Experience working in alternative provisions or creative educational settings

The job description is not an exhaustive list and there may be times when the Executive Head or Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

Extra Information:

This is a salaried full time position. This role is only expected to work in the school during term time with the exception of an additional 10 specified, out-of-term, office days (dates TBC in advance of the commencement of the school year or upon request). Official leave is 20 days per annum (to be taken out of school time) plus bank holidays, however the rest of the school holidays staff are only expected to work from home to the degree required to meet their duties though should be contactable as required. This role may also be entitled to up to 5 days unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 08.30–16.30 with a 30-minute lunch break on weekdays, with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Thursday training sessions, which run 4:30–6:00pm and the TCW showcase. Dates are provided at the beginning of every new academic year.

This role will be directly managed by the SEND Officer, with performance reviews happening in line with the appraisal policy. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All teachers and members of management will be required to meet the Ofsted criteria of good and always aim for outstanding as depicted in the Ofsted guidelines. Staff will be required to attend extra, unpaid training if they do not meet the criteria for good.

This role will be based in our East London School, with occasional visits to our other schools and central office where required. Due to the nature of this role, working from home during term time is not possible. All work is expected to be carried out onsite.

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment.