



JOB DESCRIPTION

Job Title:	Head of ARB Provision
Salary:	L01 – L05
Responsible to:	SENDCO
Direct Supervisory Responsibility for:	ARB Staff
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies & Visitors

Main Purpose of the Job:

This role leads the ARB provision. This job description is based on the SEN Code of Practice and must be read in conjunction with the job description contained within the School Teachers' Pay and Conditions Document, the Burgundy Book and adhering to Teaching Standards.

Within the ARB you will:

- Provide a rich learning experience and effective support for students, in accordance with the Trust and school's SEND Policy and the SEND Code of Practice.
- Foster a strong sense of inclusion, including maintaining strong links between the ARB and the rest of the school.
- Ensure delivery of the school's statutory SEND requirements, in line with the Code of Practice.
- Be responsible for the quality of provision in the ARB.
- Ensure that the links between the ARB and wider agencies are effective and support the education and personal development of the young people who attend the ARB.
- Ensure that Educational Health & Care Plans meet the needs of the young people who attend the ARB, making adjustments as necessary.
- Ensure that SEN banding is appropriate for the needs of the children.
- Lead the review of Educational Health & Care Plans in consultation with parents and other stakeholders.
- Develop, implement and evaluate an engaging and relevant curriculum, which enables the highest level of student progress and attainment.
- Model effective teaching, to coach and train colleagues to provide effective teaching and support.
- Through effective analysis of data, to evaluate and improve outcomes for students, closing gaps in achievement through timely and targeted interventions.
- Keep all aspects of records and policies up to date, as appropriate.
- Manage the ARB's budget.
- Have responsibility for leading a team of specialist teaching and support staff in the ARB and liaising with relevant staff, external agencies, parents and primary colleagues.
- Plan and ensure the delivery of education which meets the needs of individual learners within the ARB.

- Take a lead role in continued improvement and development of the ARB and its role within the wider school and community.
- Lead pastoral care and support within the ARB.
- Lead safeguarding processes within the ARB.
- Have responsibility for the care of students, to include personal care where needed.

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties requested, appropriate to the grade of this post.

Main Duties and Responsibilities:

Strategic Management

Working with the SENDCO, for students in the ARB provision:

- Advise the Senior Leadership Team (SLT) and the Local Monitoring Committee (LMC) on strategic development.
- Work with the SLT and the LMC to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements for students.
- Liaise with LMC Members and provide reports for the LMC as required.
- Work with the Exams Officer to manage testing and applications for exam access arrangements.
- Co-ordinate provision for individual students with special educational needs and oversee day-to-day provision.
- Monitor the use of resources, teaching activities, target setting and maintain a recording system for progress of students, which focuses both on individual progress and compares the gap in achievement with non-SEND students.
- Ensure the review and update of information to support the teaching of students – Learning Support Plans, Education, Health and Care Plans and the school's policy and practice, aligned with statutory requirements and the Code of Practice.
- Review and update information for parents.
- Work in partnership with school leaders, LMC Members, LA and School Improvement to identify strengths and priorities for improvement and to devise and implement an ARB development plan. Monitor and evaluate the delivery of this plan.
- To ensure that SEN banding is at the appropriate level for the needs of the children. To attend moderation to make sure this happens.
- Liaise with post 16 providers to ensure students and parents are informed about post 16 pathways and transition arrangements are planned and implemented.
- Liaise with Primary partners to lead and manage applications and transition for students.
- Support the school's inclusive ethos, playing a full role in the life of the school and be a positive role model for staff and students.
- Develop partnerships with parents and students to ensure that their views are considered and acted upon appropriately.
- Actively monitor and respond to inclusion initiatives at national, regional and local level.
- Support existing networks, liaising with partner schools in the Trust and collaborate with other schools as appropriate.
- Lead provision for students with EAL.

- Lead, evaluate and implement procedures for managing student medical needs, including personal care.
- Advise on admission decisions for student applications, providing written reports in response to consultation as appropriate.
- Ensure that the work of the ARB supports and complements that of the wider school, and is inextricably linked to wider school systems, policies and procedures.

Leading and Managing Staff

- Be responsible for the efficient and effective leadership, management and deployment of SEND personnel, including specialist teaching and support staff.
- Ensure that induction successfully integrates new staff into the ARB team.
- Manage staff probationary period, reporting any concerns to senior staff.
- Undertake annual staff appraisals, as required, according to TPAT policy.
- Provide relevant professional guidance and training to colleagues with the aim of securing high quality teaching and support for students with additional needs.
- Identify training and development needs of SEND staff and support development within the financial parameters of the school budget.
- Participate in the recruitment of SEND personnel and ensure effective induction of new SEND staff in line with school procedures.
- Participate in the school's Initial Teaching Training programme, as required.
- Collaborate with Heads of Faculty, teachers and Pastoral Leaders to ensure that all students have equality of access to learning.

Teaching and Learning

- To develop, implement and evaluate an engaging, challenging and relevant curriculum which enables the highest level of student progress and attainment.
- Teach and model the delivery of challenging and engaging lessons that motivate, inspire and promote student attainment and progress.
- Ensure that support staff are deployed effectively to support the progress of the young people who attend the ARB.
- Co-ordinate effective support and timely intervention to enable all students to make accelerated progress.
- Co-ordinate screening programmes and additional testing and assessment as relevant.
- Evaluate the effectiveness of teaching and learning through the school's procedures eg learning walks and work scrutiny and use these analyses to guide future improvements.
- Contribute to the development of staff to ensure inclusive, 'Quality First' teaching.
- Ensure an effective learning environment and support other staff in the implementation of positive behaviour management.
- Act as key point of contact for, and proactively liaise with, external agencies in planning referrals and support programmes.
- Support the professional development of teachers and support staff and lead their training as appropriate, including providing training, advice and guidance to mainstream staff working with ARB students.
- Lead a rich and diverse offering of enrichment and extra-curricular opportunities that stretch and challenge and inspire students to love learning and be part of the school community.
- To deliver high quality lessons to the students in the ARB; teaching fte to be agreed annually with Headteacher.

Pastoral Care

- Design and implement systems which ensure strong pastoral support and care for students in the ARB, taking into account their EHCPs, Educational Psychology reports, parental information and individual needs.
- Ensure information about students' academic, social and communication needs is understood and used effectively by ARB staff to inform planning and intervention for groups and individual students.
- Take a lead role in safeguarding children: act as a role model for staff, provide advice and guidance for staff and parents and report concerns to the Safeguarding team in accordance with school policy and procedures.
- Lead systems and processes for supporting the successful transition of new students into the ARB and facilitate the successful progression of students from the ARB into their next stages of education.
- Implement systems and processes within the ARB, which support positive student behaviour and engagement, rewarding achievement and contribution and maintaining consistent high standards, in parallel with the standards across the school. Support staff to respond positively and appropriately to ARB students, and work in partnership with other school leaders to manage incidents of poor behaviour effectively.
- Implement effective systems for monitoring the progress and wellbeing of students with bespoke timetables, and those with alternative provision within the ARB, ensuring provision is adapted in response to students needs and progress.

Efficient Use of Resources

- Manage the SEND delegated budget efficiently and effectively for students in the ARB, in liaison with the LT, ensuring value for money.
- Ensure Health and Safety practices, including risk assessments, are in line with school and Trust policy.
- Take responsibility for the line management and appraisals of ARB teaching and support staff in line with school policy.
- Manage the ARB resources budget and use and manage resources effectively and efficiently to support provision of high quality care and education.
- Hold staff to account for achieving the highest quality of provision and for sustaining improvement in student outcomes.
- Ensure the management and effective deployment of resources, to support the ARB team to be able to meet their wider responsibilities, for example the logging of student concerns.
- Ensure that office space is used effectively to allow all staff to meet their duties.

Knowledge and Skills

- Keep up to date with national developments regarding SEND, teaching practice/methodology and leadership initiatives.
- Keep up to date with developments in the use of comparative data.

Meetings

- Meet regularly, as required, with line managers, attending relevant staff, faculty and school leader meetings.
- Chair and facilitate SEND team meetings where appropriate.
- Attend relevant pastoral, leadership and multi-agency meetings.
- Attend LMC member meetings as required.
- Attend statutory SEND meetings with parents and students, as appropriate.

Other Responsibilities

- Contribute to the ongoing culture of safeguarding across the school and in particular within the ARB.

- To fulfil criteria for a standard teaching contract, with an appropriate teaching commitment within the ARB provision.
- To comply with all school policies including, but not exhaustively, safeguarding, attendance, IT use and access, dress code, code of conduct, appraisals, recruitment, managing sickness absence etc.

General / Other

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of the Trust's organisation and may change either as your contract changes or as the organisation of the Trust is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding and promoting the welfare of children, and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility;
- The Health and Safety at Work Act 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health, Safety and Welfare of yourself and other employees in accordance with legislation;
- The above duties may involve having access to information of a confidential nature which may be covered by General Data Protection Regulations (GDPR). Confidentiality must be maintained at all times;
- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To actively support and facilitate partnership working with other schools within the Trust.
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

PERSON SPECIFICATION – Head of ARB Provision

Person Specification	Essential	Desirable	Recruiting Method
<p>Education and Training</p>	<p>Holds QTS</p> <p>Holds NASENCO qualification or willingness to undertake within 3 years of starting SEN post</p> <p>OR</p> <p>NPQ for SENCO qualification or willingness to undertake within 3 years of starting SEN post</p> <p>Middle leadership NPQML or willingness to undertake</p> <p>Evidence of engagement in ongoing CPD</p> <p>Excellent writing skills including ability to write reports</p>	<p>Compliance with NPQ regulations</p> <p>First Aid trained</p> <p>Qualified in areas such as understanding specific learning difficulties, understanding children’s mental health, caring for children etc</p> <p>Qualified in special educational needs and disability</p> <p>British Sign Language</p>	<p>Application</p> <p>Certificates</p>
<p>Skills and Experience</p>	<p>At least 4 years employment of a variety of teaching styles</p> <p>Experienced teacher of students with SEND</p> <p>Ability to promote high standards, both academic and pastoral</p> <p>Highly effective classroom practitioner</p> <p>Ability consistently deliver highly effective lessons and be able to inspire others to do the same</p> <p>Excellent IT & organisational skills</p> <p>Experience of data analysis & information reporting systems</p> <p>Excellent oral and written communication skills</p> <p>Able to prioritise between different demands</p> <p>Able to work to deadlines</p> <p>Self-motivated, and able to work in a team</p>	<p>Experience of working with SEN children in a school or similar environment</p> <p>Working with professionals from other agencies</p> <p>Supervising and supporting other colleagues</p> <p>Experience of conducting staff reviews and appraisals</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p> <p>References</p>
<p>Specialist Knowledge and Skills</p>	<p>Up to date knowledge of SEN Code of Practice</p> <p>Enthusiastic and strong leadership qualities and child centred ethos</p>	<p>Knowledge of a range of issues relevant to special educational needs and child development</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>

	<p>Able to use data effectively to trace student progress and provide effective intervention</p> <p>Be a champion for children</p> <p>Confident communicator and excellent interpersonal skills</p> <p>Clear understanding of inclusion</p> <p>Experience of holding challenging conversations and maintaining a calm manner at all times</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Experience of leading whole school improvement</p> <p>Experience of providing exam dispensation, appropriate testing & support</p> <p>Understanding of phonics programmes</p> <p>Level 3 Safeguarding trained</p> <p>Safer Recruitment trained</p>	
<p>Behaviours and Values</p>	<p>Drive & determination</p> <p>A 'can do' & flexible approach with ability to adapt to changing priorities</p> <p>Professional, tactful & sensitive</p> <p>Motivational leader</p> <p>Hardworking and conscientious</p> <p>Promote a positive culture of high performance</p> <p>Collaborative working</p> <p>Confident in sharing expertise</p> <p>Good sense of humour</p> <p>Workforce resilience</p> <p>High level of emotional intelligence</p> <p>Discreet & confidential</p> <p>Ability to work on own initiative and within a team</p> <p>Trust and Integrity</p> <p>Caring and approachable</p> <p>Enjoys working with young people</p>		<p>Application Interview Assessment</p>