



PINEWOOD

Est. 1875

JOB DESCRIPTION

HEAD OF SEND & EAL

Line Manager: Headmaster

This role sits on the Senior Management Team.

General description of job:

Using a sound knowledge of SEND processes, legislation, policy and good practice, oversee and manage the provision of education for pupils with SEND and EAL across the School working to improve pupil outcomes and access to the curriculum.

The Head of SEND and EAL is responsible for leading and coordinating support for pupils with diverse learning needs. They will work closely with teachers, parents, and external specialists to ensure all pupils receive tailored support to reach their full potential.

Main responsibilities

Head of SEND

- Coordinate the provision made for those children with SEND throughout the school (ensuring compliance with statutory guidance in the EYFS);
- Provide regular specialist guidance and support to the other members of the Learning Skills team and wider teaching staff;
- Liaise with staff and observe pupils where concerns are raised (across Prep, Pre-Prep and EYFS);
- Recommend strategies or interventions to address the concern;
- Support staff in implementing those strategies or interventions;
- Review the effectiveness of those strategies or interventions and plan further provision as necessary;
- Seek parental permission to assess a child, where appropriate;
- Liaise with parents and staff on the outcomes of any assessment;

- Respond promptly to parents, children and staff who ask for support or advice;
- Ensure all SEN Snapshot, Learning Plans and Pupil Summaries are up-to-date and accessible to all staff;
- Maintain the SEND Register and continually review and update;
- Liaise with outside agencies, as necessary, and provide information prior to assessments;
- Provide evidence outlining the need for specialist teaching and the provision proposed when parents seek additional funding e.g. for EHCP applications;
- Provide evidence for external agencies outlining need for exam access arrangements e.g. Common Entrance or Scholarships;
- Maintain up to date exam information to inform access arrangements for all Prep School exams;
- Liaise with senior schools regarding pre-test/CE exam access arrangements and continuity of provision;
- To sit on the Senior Management Team, providing updates and insights;
- Attend HoDs, Pastoral Committee, Year-group meetings and set moves meetings; and in addition meet informally with teaching staff, assistants and boarding staff as necessary;
- Report back to department staff on meetings;
- Manage and monitor the departmental budget;
- To provide both individual and group teaching for pupils requiring learning skills support as required.

Head of EAL

- Coordinate the provision made for those children with EAL across the School;
- Provide guidance and support to teaching staff;
- Liaise with staff and observe pupils where an EAL concern is raised;
- Seek parental permission to assess a child, where appropriate;
- Liaise with parents and staff on the outcomes of any assessment;
- Support staff in implementing any strategies or interventions;
- Review the progress of children with EAL termly, until fluency is achieved;
- Respond promptly to parents, children and staff who ask for support or advice.

Line Management

- Lead weekly departmental meetings and meet regularly with Head of Pre-Prep, EYFS coordinator and Director of Educational Development as necessary;
- Observe, discuss & review the specialist teaching provided by the department each term;
- Professionally Review each member of the Learning Skills team on a rolling programme;
- Line manage all Teaching Assistants within the Prep School, ensuring they are allocated to make the best use of their skills and to provide the most effective support to pupils and classroom teachers;

- Complete regular appraisals of all Teaching Assistants identifying areas for development and training.

Professional Knowledge and Skills

- Maintain and update professional knowledge and skills through reading and attendance of courses and conferences;
- Keep up to date with developments in SEND and EAL practice and teaching;
- Share knowledge within the team and wider teaching body as appropriate to ensure they too continue to maintain and update their professional knowledge and skills;
- Update personal Career Development Training Record and ensure LS teachers also do the same;
- Identify and notify staff of relevant courses.

Policies & Annual Reporting

- Complete the annual departmental review for the School Audit for the Headmaster and Governing body (to publish on the School website);
- Complete annual reviews of all relevant departmental policies in line with the School Annual Policy Reviews;
- Continually review and update the SEND policy throughout the year.

Safeguarding of Children

- All staff are responsible for the safeguarding and wellbeing of children in line with the School's Safeguarding (Child Protection) Policy;
- Be a member of the School's Senior Safeguarding Team, taking qualifications as necessary.

Person Specification

The ideal candidate will have strong leadership skills, proven experience in a similar setting and evidence of continued and varied professional development in SEND and EAL support, and a commitment to fostering an inclusive learning environment.

Essential competencies:

- Qualified Teacher Status
- Professional SEND qualification (minimum Level 5)
- Extensive experience of individual and group teaching
- Excellent communication skills
- Ability to work in a very busy educational environment
- Can do attitude, team player

Desirable competencies:

- Understanding of the independent education sector
- Professional SEND qualification to Level 7
- SENCO Qualification
- Affiliation to a SEN Governing Body (e.g. Patoss, British Dyslexia Association etc.

Employee Benefits include:

- Teaching Staff Pension Scheme offering Salary Sacrifice;
- Fee remission for children of staff at the School;
- Complimentary lunch, snacks and drinks provided during term-time;
- Cycle 2 Work scheme;
- An active Common Room social organisation for all staff to join;
- Staff Well-Being Programmes and Menopause Support Groups open to all staff;
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues;
- GP 24:7 offering free online GP appointments 24 hours a day, 365 days a year.

Pinewood School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.