



**JOB TITLE:** SEND Hub Leader

**REPORTS TO:** SEND Inclusion Manager

**SCALE:** Essex Scale Five (range 8-11)

### **JOB PURPOSE**

The purpose of this post is to work with the SEND team to supervise students in the Inclusion space promoting positive attitude to learning and school. Supporting with emotional based absences and reintegrating back into school and improve learning of SEND students.

### **KEY CORPORATE ACCOUNTABILITIES**

- To uphold a commitment to the Trust's Vision and Values.
- To maintain an awareness of, and a commitment to, the Trust's Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination from taking place.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share in this commitment.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy, and all locally agreed safe methods of work.
- These duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager.

### **PRINCIPAL ACCOUNTABILITIES**

- To be responsible in providing a safe environment where students can access learning by providing a calm working environment.
- Responsible to ensure the environment/spaces supports learning and meets the needs of the students.
- To be responsible for supporting students accessing school and learning.
- You will be accountable in ensuring the students in the Hub always have work they can access by liaising with staff about the work being set.
- To supervise the students in the Hub with their wellbeing.
- Accountable for Maintaining accurate records of attendance of student when in the Hub.
- Accountable for working with students to identify barriers to learning and develop appropriate strategies to overcome these.
- With the SEND team identify interventions and support plans to support student's integration into school and lessons.
- Accountable to ensure personalised timetables are being met when in the Hub.
- Responsible for using identified strategies such as reflective and restorative ways to explore students' emotions.
- Promote and develop students' self-esteem.



- To develop positive relationships with the students which are professional, firm, fair, caring and friendly and based upon mutual respect.
- Be a positive role model for students and staff.
- To contribute to the Support of all students in the school.
- To ensure that students have access to all the equipment that they will need to work in the Inclusion space.
- Liaising with staff regarding work and the differentiation of work when required, to support the eventuality of returning to class-based learning in the future.
- To be responsible for ensuring the Hub is always supervised.
- Be responsible to feed back to your line manger should there be any concerns around the work being provided and the process of the student.
- You are expected to stay up to date on SEND regulation and code of practise.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood and that I accept, the above job description:

Date: ..... Signature: ..... (Post holder)

Date: ..... Signature: ..... (Line Manager)

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	NVQ Level 3 or equivalent in a relevant qualification. Knowledge of SEMH in schools. Professional training in Behaviour Management. Successful experience working with children in a professional setting.
	Knowledge of relevant policies and procedures	Being aware of and working with the School policies in relation to Inclusion, Child Protection and physical contact with pupils, as well as other applicable regulations and guidance.
	Literacy	NVQ level 3 or equivalent in English.
	Numeracy	NVQ level 3 or equivalent in Maths.
	Technology	Good working knowledge of ICT to support learning and performance of own role.
<b>Communication</b>	Written	Ability to write reports, complete returns and write complex letters.
	Verbal	Ability to use clear language to communicate information unambiguously. Ability to listen effectively.
	Languages	Specialist language/communication skills, if appropriate.
	Negotiating	Ability to negotiate effectively with adults and children.
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy.
	SEN	Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting.
	Curriculum	Good understanding of the school curriculum. Good working knowledge of specialist curriculum area(s) if appropriate.
	Child Development	Good understanding of child development. Ability to assess progress and performance and recommend appropriate strategies to support development.
	Health & Well being	Understand and support the importance of physical and emotional wellbeing.

<b>Working with others</b>	Working with partners	<p>Ability to support teacher/practitioner to set up a positive learning environment for the children you have worked with.</p> <p>Ability to make a proactive contribution to the work of the team supporting children, their families and carers.</p>
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.
	Team work	<p>Ability to work effectively with a range of adults.</p> <p>Influences the attitudes and opinions of others as required, gaining their agreement through persuasion to ideas, proposals and courses of action.</p>
	Information	Contribute to the development and implementation of effective systems to share information.
<b>Responsibilities</b>	Organisational skills	<p>Good organisational skills.</p> <p>Ability to remain calm under pressure.</p>
	Line Management	Ability to manage and support the work of others, as required and appropriate.
	Time Management	<p>Ability to manage own time effectively.</p> <p>Ability to meet deadlines.</p>
	Creativity	Demonstrate creativity and an ability to resolve problems independently.
<b>General</b>	Equalities	Awareness of and promotion of equality.
	Health & Safety	Good understanding of Health & Safety.
	Child Protection	Good understanding and effective implementation of child protection procedures.
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality.
	CPD	<p>Demonstrate a clear commitment to develop and learn in the role.</p> <p>Ability to effectively evaluate own performance.</p>