



Job description: Head of Specialist Education Unit (SEU)

Job details

Salary:	Leadership L2-6
Hours:	Leadership STPCD
Contract type:	Permanent
Academy Site:	Sidegate Primary School, Ipswich
Reporting to:	Headteacher, Via Assistant Headteacher (Inclusion) & SENDAT

Main Purpose

- Act as a key member of the Senior Leadership Team (SLT), shaping the school's strategic direction and ensuring its effective operation.
- Contribute to, promote, and uphold the school's vision, aims, and objectives.
- Regularly meet with line-managed staff to gather insights and identify development priorities to feed into the SLT.
- Oversee the strategic development and daily operation of the Special Educational Needs (SEN) policy, ensuring provision for pupils with SEN or disabilities within the SEU.
- Provide professional guidance to colleagues and work collaboratively with parents, staff, and external agencies.

Duties and responsibilities

Leadership of Specialist Education Unit (SEU)

- Lead the SEU with creativity and resilience, ensuring high-quality education for all students with complex needs.
- Foster strong relationships with staff, parents, and external providers to support pupils.
- Deliver outstanding teaching across the curriculum in the SEU, promoting a diverse curriculum and extra-curricular activities.
- Drive continuous improvement initiatives that benefit students, staff, and the wider community.
- With the leadership team, manage admissions of pupils to the SEU.

Strategic Development of SEN Policy and Provision

- Maintain an overview of SEN provision, ensuring quality and consistency across the SEUs, reporting to the leadership
- Ensure the SEN policy is implemented within the SEUs and aligned with the academy improvement plan (AIP).
- Monitor funding allocation for the SEUs and suggest improvements for effective use.
- Stay informed about national and local initiatives affecting SEN policy and practice.



Operation of SEN Policy and Coordination of Provision

- With the SENDCo, maintain an accurate SEND register and provision map.
- Provide guidance on teaching pupils with SEN or disabilities, including the graduated approach to SEN support.
- Collaborate with early years providers, external agencies, and local authorities (LAs).
- Analyse data for pupils with SEN or disabilities and lead interventions, evaluating their effectiveness.

SEU-Specific Responsibilities at Sidegate

- Collaborate with SEU colleagues both within Sidegate and in the wider SEU to plan a curriculum tailored to the needs of SEU pupils.
- Ensure planning meets the individual needs of pupils, as outlined in EHCPs or specialist advice.
- Provide a stimulating, inclusive classroom environment and maintain appropriate records.
- Participate in Annual Reviews, lead subject areas, and work closely with SEND and Pastoral Teams.

Professional Duties

- Under the leadership and direction of the Assistant Head (Inclusion) support and collaborate with the Deputy Special Educational Needs and Disabilities Coordinator and lead the Inclusion Team and other relevant teams with linked responsibility. This includes but is not limited to the provision for children with or categorised as:
 - Special Educational Needs and Disabilities.
 - Pupil Premium.
 - English as an Additional Including Ethnic Minority.
 - Looked After Children & post-LAC.
 - Poor attendance. (Attendance)
 - Safeguarding concerns. (DSL Team)
 - Medical needs and/or disabilities.
 - Emotional, social, and behavioural difficulties.
 - Mental health needs. (DSL Team)
 - Pastoral care. (Pastoral Team)
- Ensure compliance with the Disability Discrimination Act, Equality Act, and SEN Code of Practice.
- Act as an Alternate Designated Safeguarding Lead, communicating with parents and addressing issues that may escalate.
- Support statutory assessments (e.g., EYFS Baseline, Phonics Check, KS1/KS2 SATs).
- Make decisions in the absence of the headteacher or deputy head.



Leadership and Management

- Ensure compliance with the Equality Act 2010, making reasonable adjustments and managing access arrangements.
- Contribute to the academy improvement plan, identifying training needs and leading CPD for staff.
- Lead and manage teaching assistants supporting pupils with SEN or disabilities, ensuring alignment with the SEN policy.

Monitoring Progress

- Analyse data on pupils' attainment and progress, identifying those in need of intervention.
- Review assessment records regularly, facilitating moderation across year groups, SEU staff, and the Trust.
- Ensure progression and differentiation in the SEU curriculum, providing leadership and guidance to SEU teachers.

Other Duties

Participate in all relevant meetings as required including but not limited to SLT, year group and phase meetings contribute to school-wide initiatives.

- Undertake other duties as reasonably directed by the Headteacher.

Generic Responsibilities of all Active Learning Trust Employees

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed annually in conjunction with the appraisal process and planning for the next academic year. It will be



reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.

Signed: (Headteacher) _____ **Date:** _____

Signed: (post-holder) _____ **Date:** _____

This job description was last revised: October 2024