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**LEAD TEACHER OF AREA RESOURCE BASE:**

**SEVERE LEARNING AND/OR PHYSICAL EDUCATIONAL NEEDS**

Job Description & Person Specification

Job Description

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| Purpose of the Post: | To take on the specific responsibility of leading and managing the work of the ARB |
| Reporting to: | Headteacher |
| Responsible for: | Directing and monitoring the work of a team of support staff who work with pupils in the ARB |
| Key Contacts: | Headteacher and Mainstream SENDCO  Mainstream teachers; support staff; external professionals to help support the needs of pupils; establishing and maintaining appropriate links with parents and carers in supporting the needs of the pupils |
| Location: | Based at Mount Charles School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust. |
| Salary Grade: | MPS + SEN (Depending on experience) |
| Hours: | Full time |

**Principal Responsibilities:**

Teaching

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
* To teach pupils in the Area Resource Base ensuring that they are making progress towards their targets.
* Plan and deliver lessons to children with a variety of complex needs and academic abilities. Implement teaching strategies and curriculum for children with multi-sensory needs. Integrating advice from external agencies into teaching and learning programs.

Operational/Strategic Planning

* Be responsible for developing an ARB action plan that would be incorporated within the school improvement plan.
* To lead and manage all activities within the ARB.
* Be responsible for ensuring that support staff have training to enable them to meet the needs of the pupils.
* Undertake the annual EHC plan reviews for pupils in the ARB.
* Be responsible for ensuring that an appropriate transition package is in place for all pupils transferring into the ARB and when they leave.
* Be responsible for managing and timetabling the integration into mainstream link classes of individual pupils according to their needs, including liaising with and supporting teaching and pastoral staff.
* Be responsible for drawing up any risk assessments needed for pupils and provide additional guidance for staff who are undertaking trips and visits or other activities as required.
* Be responsible for working alongside multi agency support to devise care plans.
* Ensure that the prospectus is up to date and reflects new guidance, nationally or locally produced.
* Ensuring that the learning environment is stimulating.
* Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.

Quality Assurance

* Be responsible for tracking the progress of pupils
* Be responsible for ensuring that pupils have Individual Education Plans relevant to their needs and are responsible for monitoring the application and efficacy of the IEPs.
* Liaise with link class teachers to ensure that assessments are moderated.

Communications and Liaison:

* Be responsible for maintaining clear, professional and timely communications relating to your management of the ARB and the needs of the pupils within the ARB.
* To work together with other school specialists, ARB leads and local specialist schools.

Management of Resources

* To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.

**General Responsibilities applicable to all staff:**

* To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
* To work effectively with other members of staff to meet the needs of all pupils.
* To work with professionalism in line with the Trust's Code of Conduct.
* To attend staff meetings and Trust-based INSET as required.
* To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
* To be aware of and adhere to all applicable Trust policies and procedures.
* To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

* This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
* The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
* This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust’s policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance ‘Keeping Children Safe in Education’. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Person Specification

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| **Selection Criteria** | **Essential** | **Desirable** | **How Assessed** |
| Education and  Training | * Qualified Teacher | * Post graduate training in SEND. | Application Form / Interview |
| Experience | * Successful teaching experience in Special Needs. * Experience of working with pre-key stage, Early Years Framework and the National Curriculum. * Experience of successful curriculum planning across EYFS and Key Stages 1 and 2. * Experience in planning, assessing and tracking children and young people’s progress. * Experience of successfully managing and leading a team. * Experience of successfully working with a range of agencies to support individual needs. | * Experience of using a variety of appropriate assessment tools such as; Welsh Roots and/or B squared. * Experience in using augmented communication strategies. E.g. Makaton PECs. * Planning across Key Stages. * Completed Read, Write, Inc. Training. | Application Form / Interview |
| Knowledge | * Secure knowledge of pre-key stage assessment. * Secure knowledge of the Early Years Framework and the National Curriculum. * Detailed knowledge and understanding of teaching and learning strategies. * Clear understanding of progression and the needs of the individual child. * Knowledge of the appropriate use of target setting in the classroom. * Experience of successfully using Assessment for Learning strategies to support planning, teaching and assessment. * Experience of using TEACCH approaches and PECS. * A wide range of experience of a variety of SEND. | * Knowledge of EYFS, KS1 and KS2 curriculum |  |
| Skills | * Experience across a range of learning disabilities including autism, speech and language and associated behaviour difficulties. * Experience of using ICT for learning and teaching. * High quality teaching skills appropriate to mixed age classes. * Good classroom organisation including behavioural management. * Ability to inspire and motivate pupils and staff. * Ability to plan appropriate and challenging learning objectives. * Ability to monitor and assess pupil progress. | * Ability to contribute to whole school developments with regard to SEN and inclusion. * The ability to adapt plans quickly depending on need. * Be able to plan a range of resources to suit different learning styles. |  |
| Specialist Knowledge | * Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people * Demonstrates an awareness, understanding and commitment to equality and inclusion |  |  |
| Values Related Qualities | * **Collaborate** – ability to work effectively as a team * **Empower** – ability to take initiative and problem solve in order to improve performance * **Leadership** – To lead by example and achieve shared goals * **Transformation** – ability to recognise a need for change and adapt accordingly |  | Application Form / Interview |



CORNWALL EDUCATION LEARNING TRUST

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