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**JOB DESCRIPTION**

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| **Post:** | The Space Class Teacher |
| **Grade:** | TMS/UPS + SEN 1 + TLR 2b |

**JOB PURPOSE**

* to teach children with complex special educational needs and challenging behaviour
* to undertake related pastoral and administrative duties
* to understand and incorporate all areas of pupils Education, Health and Care Plans (EHCP) in day-to-day provision.
* to adhere to the commissioning brief for The Space

**MAIN DUTIES AND RESPONSIBILITIES**

* to be responsible for the welfare, safety and discipline of all children within The Space
* attend PEP meetings in conjunction with designated teacher (Send Co)
* to chair ECHP review meetings as appropriate
* to liaise with the Head of the Senior Department
* to undertake a teaching timetable as required
* to appropriately deploy staff allocated to The Space (i.e. LSWs etc)
* to liaise effectively with parents, including home-school books (where appropriate)
* to deliver accredited courses (where appropriate)
* to prepare pupils for external assignments/exams (where appropriate)
* to collate and present work for moderation/assessment
* to participate in whole school and department events
* to undertake training as required
* to report any Safeguarding issues to one of the school’s Safeguarding Officers
* to report any Health and Safety issues or concerns to the Head of Department
* to undertake other responsibilities specific to the post
* to work with the Support for Learning Team to develop individual learning and behaviour management programmes
* to monitor and analyse the behaviour of pupils in The Space
* to develop appropriate behaviour management plans and risk assessments for individual and monitor their effectiveness in improving the quality of education
* to oversee and take responsibility for The Space budget
* to carry out an annual audit of The Space and prepare a report to include setting targets
* to attend LAB meetings, when invited, to provide information and reports on The Space
* to design and implement individual inclusion programmes for pupils within the main body of the school, other schools or post 16 provision as appropriate
* to liaise with families and the Family Support Team to provide support, where appropriate, at home
* to carry out home visits, where appropriate, and design of behaviour management guidelines for the families of individual pupils
* organising the home to school transport rotas
* to attend all professional and multi-agency meetings

This job description outlines duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use directed time appropriately and have regard to clause 36 (1)f of a Teacher's Conditions of Employment.

The job description is not necessarily a comprehensive definition of the post and the teacher may be required to undertake other tasks appropriate to the level of appointment as the Senior Leadership Team may require. It may be reviewed annually, or earlier if necessary, and it may be subject to modification or amendment after consultation with the post holder.

**QUALIFICATIONS/EXPERIENCE**

QTS and experience of working with SLD/ASD/SEMH pupils with challenging behaviour and complex needs

**SUPERVISION RECEIVED**

Deputy Headteacher and Head of the Senior Department

**PRINCIPAL CONTACTS**

Pupils, Parents, Headteacher, other Teachers and LSWs, other professional groups.

**EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust’s equal opportunity objectives, and the school’s Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**PERSONAL SPECIFICATION**

Essential requirements:

* recent & relevant training in SLD/ASD/SEMH complex needs and behaviour management
* experience of the education of children with SLD, ASD, SEMH, complex needs and challenging behaviour
* ability to lead and direct colleagues and to maintain a calm approach in crisis situations
* ability to see the ‘whole’ child, including Communication, Language & Interaction, Cognition & Learning, Self Help & Independence, Sensory & Physical and Social, Emotional & Mental Health Needs, and to devise ways of ensuring this approach is embedded in classroom practice
* commitment to the education of pupils with a wide range of complex needs
* ability to effectively deploy and liaise with classroom staff
* proven ability to work pro-actively and maintain a positive attitude
* commitment to working in partnership with staff, pupils, parents, the LAB and other professionals
* proven ability in auditing, monitoring, analysing data and setting/implementing targets
* commitment to networking with professionals from other agencies
* commitment and experience of working to support families including advising on behaviour management and supporting implementation of programmes

Desirable qualities and skills:

* ICT skills, and experience in supporting special needs access to the curriculum
* additional qualifications in the area of SEN
* experience of working as part of a multi-agency team