

FELIX PRIMARY SCHOOL JOB DESCRIPTION

COMMUNICATION & INTERACTION SPECIALIST UNIT LEAD TEACHER

Line Managers job title:	SENCO / Assistant Head teacher
Salary:	MPS/UPS + TLR
Tenure:	Permanent
Contract type:	52 weeks
% of FTE	100

THE POST

Provide leadership that constructively evaluates and then drives forwards our high standards for all aspects of KS2 Communication & Interaction Specialist Unit provision and access to main school curriculum for learners within the Communication & Interaction Specialist Unit.

Embed an ethos of high expectation and aspiration which results in staff setting and modelling challenge and expectation through teaching and interaction with pupils and families

Lead and deploy the Communication & Interaction Specialist Unit teaching team to ensure impactful performance of team members on the progress of learners

Be responsible for the strategic planning, coordination, and delivery of effective provision within the Cognition and Learning Communication & Interaction Specialist Unit.

Ensure the delivery of an accessible, broad and balanced curriculum to all Communication & Interaction Specialist Unit learners

Ensure the effective coordination, delivery and review impact of specific EHCP provision (Section F) as stipulated in individual Education Health and Care Plans

Be responsible for the Support Plans for Communication & Interaction Specialist Unit Learners

Ensure that tracking of performance data is well used to monitor progress, challenge staff and engage pupils & families.

Liaise with and support the role of external agencies to ensure that provision for Communication & Interaction Specialist Unit learners is of the highest quality

Take a lead role in the review of Specialist Learners' progress including EHCP annual reviews, PEPs etc

Liaise regularly with families, carers, learners, Subject Leaders and the SENDCO to encourage and support access to main school learning for Communication & Interaction Specialist Unit learners

Monitor the impact of the Communication & Interaction Specialist Unit curriculum on learners' behaviours for learning and make adaptations where required.

Work closely with families and carers to ensure behaviour expectations are well understood and adhered.

Support effective transition to/from Felix Primary including completing visits to current schools and communication with relevant stakeholders including transition school staff, families and external agencies.

Ensure that the SU professional development programme meets both whole cohort and individual needs, skillfully selecting whether to coach, mentor or direct.

Challenge all under-performance using transparent and fair protocols.

Ensure that Felix Primary School reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

Qualifications

Qualified to degree level.	Essential
Qualified Teacher Status.	Essential
Professional Development in preparation for Middle Leadership	Desirable
Professional Development in meeting the needs of SEND learners	Desirable
Level 7 Educational Assessor Qualification or experience in undertaking psychometric assessments across the spectrum of needs.	Desirable

Experience

Proven, recent, successful classroom practice that motivates, challenges and develops learners with SEND and includes excellent knowledge of how to build and sustain a learning community.	Essential
Working productively with learners, families and the wider community.	Essential
Proven experience in leading and delivering personalised curriculum provision for SEND learners	Essential
Using successful systems to monitor and evaluate student performance; ensuring excellent outcomes for all.	Essential
Experience of working within a SEND specialist Primary setting.	Essential
Experience of working as an Assistant SENDCO or SENDCO.	Desirable
Building and sustaining successful partnerships with external agencies.	Desirable
Understanding of the relationship between CPD and sustained school improvement.	Desirable
Working cooperatively with other schools in partnership.	Desirable

Skills

Lead, inspire, challenge and empower teams/individuals to perform outstandingly.	Essential
Demonstrate personal and professional integrity and an ability to model the values and vision of the school.	Essential
Excellent communication skills with a range of audiences.	Essential
Think strategically, build and communicate a coherent vision in a range of compelling ways.	Essential
Emotional resilience in working through challenges.	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children.	Essential
Demonstrate personal enthusiasm for and commitment to the learning process including a capacity for sustained hard work with energy and enthusiasm.	Essential
Give and receive effective feedback and act to improve personal performance.	Essential
Excellent skills of collaboration and networking for the benefit of pupils.	Essential

Personal Attributes

Passionate about education and educational issues.	Essential
Constant drive for improvement.	Essential
Ability and energy to inspire the best in others.	Essential
Exceptional personal integrity and character.	Essential
Evidence of commitment to continuous professional development.	Essential
Personal confidence, determination and resilience.	Essential
Displays sensitivity.	Essential
Sense of humour and approachability.	Essential
Both a team player and a leader.	Essential
Displays emotional resilience.	Essential

Safeguarding | Child Protection

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People (January 2009). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Felix Primary School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

General Data Protection Regulation (GDPR)

The post holder will hold and process any personal data including sensitive (special category) personal data relating to students and parents / carers in accordance with our legal obligations, for the purposes of safeguarding and child protection and in the manner set out in the Privacy Notice for parents and students and in accordance with our Data Protection Policy which can be accessed via the Headteacher at your request.

Freedom of Information

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

Physical Demands

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Felix Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

REMUNERATION

- MPS minimum – UPS maximum

The post-holder will be auto enrolled to join the Teachers' pension scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.