

# Borrow Wood Primary School

## Job Description

**Job title:** Deputy ERF Lead Teacher and ERF SENCo

**Purpose:** Support the ERF Lead Teacher in leading and developing the ERF provision, including an ERF teaching and learning responsibility. Ensure high quality SEND provision for all children in the ERF

**Responsible to:** Senior Leadership Team and ERF Lead Teacher

### **Professional duties and responsibilities**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It will be reviewed in the context of the School Improvement Plan and Performance Management cycle.

### **Teaching and learning**

1. Identify and adopt the most effective teaching approaches for SEND pupils with complex needs, supporting school staff in ensuring they are implemented effectively.
2. Adapt planning and teaching in order to meet the individual needs of children within the ERF provision
3. Incorporate personalised targets into teaching plans and use recognised approaches to meet the needs of children with ASD and complex communication and interaction needs.

### **Leadership**

Work alongside the Trust ERF Lead teacher to develop the teaching and learning, assessment systems, pastoral support, SEND provision, environment and staff team within the Enhanced Resource Facility by:

1. Monitoring teaching and learning activities to meet and assess the needs of SEND pupils
2. Monitoring interventions and individual provision across the ERF to ensure that EHCPs are implemented effectively to meet individual needs, including monitoring and writing IEPs.
3. Further developing the 'Total Communication Approach' in the ERF provision, ensuring the best evidence based interventions and resources are available to all pupils.
4. Sourcing and, when appropriate, delivering specialist training to the ERF staff team (and if needed, the whole-school staff team) to ensure teachers, HLTAs and TAs have the skills and experience to meet the complex needs of the pupils.
5. Developing and supporting ERF staff in the use of appropriate systems to capture evidence of individual progress towards personalised EHCP targets and academic targets.
6. Deploying HLTAs and teaching assistant effectively to best meet the needs of all pupils.
7. Liaising with other schools to ensure continuity of support and learning when transferring SEND pupils.
8. Liaising with external agencies, including completing timely referrals and seeking external sources of support to best meet the needs of pupils and their families.
9. Modelling good practice in teaching pupils with SEND including those with severe and complex needs.
10. Working with the Headteacher and Governors on the strategic development of SEND & Inclusion, including reviewing and formulating appropriate policies.
11. Gathering evidence and information in order to respond to consultations for ERF placements from Derby City and other Local Authorities.

12. Liaising effectively with prospective parents, offering information and answering queries through ERF and whole school tours, phone calls, meetings and emails.
13. Ensuring the effective implementation of the Annual Review System by leading annual review meetings and ensuring all associated paperwork is completed in a timely manner.
14. Supporting pupil progress meetings, recording agreed provision within provision maps.
15. Keeping parents informed about their child's progress through individual meetings and at parents' evenings.
16. Providing advice and support for parents around meeting the needs of their child at home and in the community, seeking out and applying for additional specialist support for families when needed.
17. Supporting pupils and parents to ensure effective transitions both to the ERF and from the ERF to other schools.
18. Keeping abreast of developments in SEND (e.g. research, changes to the law) and informing staff and Governors as necessary.
19. Attending appropriate training, CPD and conferences and providing feedback to colleagues.
20. Undertaking SEND self evaluation, contributing to the school SEF and School Improvement Plan and planning for continuous improvement in inclusion practice.
21. Promoting best practice in inclusion and contributing to the aims and ethos of the school through membership of the Senior Leadership Team and attendance at school events.
22. Developing links with governors, the LA, the Trust, external agencies and neighbouring schools.

**Other and responsibilities**

1. To willingly undertake any reasonable task requested by the Headteacher from time to time to support the safeguarding of staff and children.
2. To undertake the role of Deputy Designated Safeguarding Lead, if required.

Signed \_\_\_\_\_ date \_\_\_\_\_