



SIR JOHN NELTHORPE SCHOOL
A Community Empowered

RESPECT - RESILIENCE - INTEGRITY



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Director of Teaching and Learning for SEND (SENDCO and Area Leader for Pupil Additional Support)
Scale	L7 - 11
Purpose of Role	<ul style="list-style-type: none">• To contribute to ensuring that the key priorities of the school are supported through providing strategic support and input as a member of the extended Senior Leadership Team.• To carry out the duties of a School Teacher and aspects of those duties associated with a leadership payment as set out at SJN and in the current School Teachers' Pay and Conditions Document• To promote the ethos of the School• To provide high quality strategic and operational leadership, at all times• To secure high quality pupil outcomes within all curriculum areas and for SEND pupils• To be accountable for the performance and well-being of a significant number of staff and pupils• To contribute to ensuring that ALL pupils have access to the highest standards of teaching and learning• To play an active role in the maintenance of excellent standards of dress & behaviour, throughout the school• To ensure the key priorities of the school are supported through providing strategic support and input for the Senior Leadership Team
Line Manager	Deputy Headteacher
Main Duties and Responsibilities	<ul style="list-style-type: none">• To agree and support the achievement of pupil progress targets in designated subjects in order to make a measurable contribution to whole school targets• To create, facilitate and monitor the progress of the designated subject development plan(s). To ensure these make a significant contribution to the School Improvement Plan• To ensure all subject/area development plans promote the designated focus within the Director of Teaching and Learning post



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Main Duties and Responsibilities

- To provide regular feedback for teachers and support staff within the designated area(s) in a way which recognises best practice and supports their progress against performance management (appraisal) objectives resulting in a tangible impact in pupil learning across all subject(s)
- To review and report three times per year on the standards of leadership, teaching and learning and progress in the designated subject area(s), consistent with the procedures in the School Self Evaluation Policy. (Appraisal)
- To lead improvement in whole school SEND support and provision from a teaching perspective and in learning outcomes.
- To consult with designated subject teachers and assist with the formulation, communication and monitoring of the School Development Plan ensuring concerns and ideas are considered and all staff understand the key school targets and the part they play in achieving these
- To support and assist staff to ensure they understand, and are actively implementing the key aspects of the School's behaviour and inclusion policies
- To communicate regular progress updates to ensure the Leadership Team are fully appraised of all successes and any concerns of the subject areas
- To oversee and evaluate the area's budget allocation to ensure the budget is spent in line with subject learning priorities and best value principles
- To engage all subject staff in the creation, implementation and improvement of schemes of work which encapsulate key school learning strategies and the agreed subject intent and implementation plans
- To lead by example, developing and enhancing the teaching practice of others by evaluating, supporting, guiding and target setting.
- To contribute to whole school leadership and strategic development by attending SLT meetings as required, governor meetings as required (these will be infrequent)
- To uphold the standards of behaviour expected of staff and pupils within the school and support staff through additional duties as required
- To assist and advise the Headteacher and Deputy Headteacher as required
- To support the delivery of the school's self-evaluation procedures, including monitoring and evaluating outcomes
- To participate in the supervisory duty system, including lunchtimes
- To secure positive attitudes towards health and well-being



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<p>Finance and Resources</p> <p>Supervision</p> <p>Health and Safety</p>	<ul style="list-style-type: none"> • Management of delegated budget • Management of physical resources within the designated area(s) • Management of a significant number of staff (teaching and support) • Supervise and monitor the quality and quantity of the day-to-day work of a significant number of teaching and where appropriate, support staff within the designated curriculum area • The post holder must carry out his/her duties with full regard to the School's Health and Safety procedures 	
<p>Core Competencies</p>	<p>As listed in the current Teacher Standards and SEND Framework</p>	
<p>Person specification</p> <p>How measured during the recruitment process:</p> <p>A = Application Form, R = Reference, I = Interview, T=Task, P = Presentation</p>		
	<p>Essential</p>	<p>Desirable</p>
<p>Skills</p>	<ul style="list-style-type: none"> • Excellent knowledge of DfE and School Policies and Procedures (A/I) • Exemplary classroom practitioner(R) • Interpersonal skills/people management (R) • Leadership/management of staff & resources(A, I, R) • Communication (IT, written & verbal) (A, I) • Monitoring and evaluation of lessons (A, I, R) • Proven record of achievement (R) 	<ul style="list-style-type: none"> • More than one previous school. (A) • Budget management (I)



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<p>Person specification</p> <p>How measured during the recruitment process:</p> <p>A = Application Form, R = Reference, I = Interview, T=Task, P = Presentation</p>		
	Essential	Desirable
Knowledge and Understanding	<ul style="list-style-type: none"> To carry out your duties and responsibilities in accordance with the framework of professional standards for teachers (A, I) Qualified Teacher status (A) Thorough knowledge of DfE and School Policies and Procedures. (A, I) 	<ul style="list-style-type: none"> Finance & Personnel issues(A,I) Health and Safety issues(A,I) Special Educational Needs(A,I) National strategies(A,I) Personalised learning(A,I)
Experience Qualifications Working arrangements	<p>It is essential that the post holder has the following:</p> <ul style="list-style-type: none"> Leadership & Management responsibilities in the secondary phase, evidenced by a proven record of achievement. (A) Qualified Teacher Status (A) SEND accreditation (A) Exemplary attendance record (A, R) <p>and is committed to:</p> <ul style="list-style-type: none"> Raising the attainment and achievement of ALL pupils (A, I) Rigorous performance management (A, I) Professional development of ALL staff (A, I) Embracing and actioning change (A, I) <p>The post holder will meet requirements of Enhanced Disclosure DBS</p> <p>It is desirable that the post holder has :</p> <ul style="list-style-type: none"> Experience of working in more than one previous school A recognised degree 	
<p>Other Duties - The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.</p>		