



The Halley Academy - Job Description

Job Title: Lead Teacher of DSP
Line Managed by: Director of Inclusion (SENCo)

The Role

To assist the SENCo in leading and managing the development of the DSP securing the highest standards in accordance with the Academy's vision and policies.

To assist in managing the provision for students in the DSP, including promoting high quality teaching, effective use of resources, high challenge and high support, and high standards of learning and progress for all students.

Responsibilities

Being the Lead Teacher for the DSP.

Key Functions

- To assist the SENCo in leading the provision for the DSP within the Academy
- To manage appropriate resources for the students in the DSP, ensuring they are used efficiently, effectively and safely
- To develop intervention resources to ensure that students in the DSP have the required levels of support
- To assist the SENCo in managing the implementation of an inclusive curriculum for students in the DSP
- Within the context of the Academy's aims and policies, to work with the SENCo to develop and implement intervention sessions for the DSP and support the staff delivering these
- To provide all those with involvement in the DSP the support, challenge, information and development necessary to sustain motivation and secure improvement in learning experiences
- To support the learning and progress of students in the DSP with the SENCo and in coordination with the Directors of Learning
- To work with the SENCo to develop, manage and maintain provision maps for students in the DSP

Specific Responsibilities

- To support the provision for the DSP including the allocation of support time and the writing of Pupil profiles and ILPs
- To lead and line-manage the LSAs in the DSP, developing opportunities for CPD
- To liaise with relevant outside agencies to ensure that individual SEN are met effectively, and that the requirements of EHCPs are met fully
- Ensuring that accurate and detailed records are kept of meetings and discussions with parents/carers and outside agencies
- Ensuring that staff are kept informed of students' SEND and advise on areas to develop and support
- To work with the SENCo and other staff to ensure that Pupil Profiles and ILPs are used to set subject specific targets and match work well to students' needs
- To use data effectively to identify students who are underachieving and where necessary create and implement effective plans of action to support those students

- To provide guidance and CPD to staff on the choice of appropriate teaching and learning methods to meet the needs of different students in the DSP
- To undertake DSP T&L learning walks, using information to inform CPD
- To work with the SENCo to promote an inclusive curriculum for students in the DSP
- To work with the SENCo to liaise with and inform parents/carers about the specifics of the SEND provision for their child
- To work with the SENCo and LSAs to prepare for and attend annual reviews for students with EHCPs and SEND parent/carers consultation review days
- To work with the SENCo to monitor the progress of students in the DSP
- To support and lead meetings of DSP staff, communicate information to relevant staff and co-ordinate resulting action
- To assist the SENCo in leading CPD, offering advice and support to teaching staff in providing a quality first teaching approach for students in the DSP
- To support the process of access arrangements in liaison with the Examinations Manager

Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Support the Academy in meeting its legal requirements for worship
- Promote actively the Academy's corporate policies
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate

Review of Job Description

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties.