

HILLSIDE JUNIOR SCHOOL



Job Description

JOB TITLE: Maternity cover Inclusion Manager (0.5) /Class teacher (0.5)

GRADE: MPS/UPS plus SENCO Allowance

START DATE: April 2024

RESPONSIBLE TO: The Headteacher and Governors of Hillside Junior School

RESPONSIBLE FOR: SEN Support Staff

CONTACTS Internal: All Staff and Governors

CONTACTS External: External Agencies; parents

Overall responsibility

- To lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all children
- To model effective teaching, to coach and train colleagues and to teach across the school
- To maintain all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate

Key Accountabilities:

Strategic direction and development of SEND provision in the school

- Contribute to a positive ethos in which all children have access to a broad, balanced and relevant curriculum.
- Support all staff in understanding the needs of SEND children.
- Advise on the graduated approach to providing SEND support.
- Support teachers devising and prioritising plans to ensure the need of SEND children are met and reflected in the School Improvement Plan.
- Regularly monitor progress against targets for children with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.
- Analyse and interpret relevant school, local and national information relating to children with SEND and advise the head teacher on the level of resources required to maximise achievement.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for children with SEND.
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately.
- Ensure that children with SEND are enabled to share their views and that these are acted upon appropriately.
- Work with the headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.

Teaching and learning

- Support the identification of, and disseminate the most effective teaching approaches for children with SEND.
- Collect and interpret specialist assessment data on SEND to inform practice.
- Work with children, class teacher and key stage managers to ensure realistic and challenging expectations of children with SEND and support teachers in the implementation and review of pupil profiles.
- Organise, monitor and evaluate the range of intervention strategies employed throughout the school ensuring that resources are targeted correctly towards those pupils requiring additional support.
- Support class teachers to assess and identify the needs of any SEND pupils with barriers to learning or who are at risk of underachieving.

The Class Teacher will:

- Implement agreed school policies and guidelines
- Support initiatives decided by the Headteacher and staff
- Plan appropriately to meet the needs of all children to ensure successful learning
- Promote the well-being of individual pupils and of any class or group of pupils assigned to him/her
- Be able to set clear targets, based on prior attainment, for children's learning
- Provide a stimulating classroom environment which contributes to pupils' learning
- Keep appropriate and efficient records, using assessment to inform planning
- Communicate and consult with parents/carers on the development, progress and attainment of children
- Maintain good order and discipline amongst children, in accordance with the school's Good Behaviour Policy and safeguarding their health and safety both when they are authorised to be on the premises and when they are engaged in authorised school activities elsewhere
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Communicate and co-operate with professionals from outside of the school
- Lead, organise and direct support staff within the classroom

Leading and managing staff

- Achieve professional working relationships and establish opportunities for support assistants and other teachers to review the needs, progress and targets of children with SEND.
- Provide regular information to the Senior Leadership Team (SLT) and governors on the effectiveness of SEND provision and outcomes.
- Identify as part of the SLT, staff training needs and implement, coordinate and lead INSET in relation to inclusive practice.

Managing own performance and development

- Demonstrate resilience and resourcefulness.
- Take responsibility for your own professional development.
- Participate in the school's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed timescale.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

Use of Resources

- Identify appropriate resources to promote and support the achievements of SEND children and ensure they are used efficiently, effectively and safely.
- Oversee and monitor appropriate budget allocations in liaison with the Headteacher and School Business Manager.

Additional responsibilities and general requirements

- Undertake other tasks commensurate with the general level of responsibility and scope of the post, as delegated by the Headteacher and/or governors in the context of the changing needs of the school.
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination.

All staff should be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

