

## **SMALLWOOD PRIMARY SCHOOL**

### **Job description**

**Job title: Teacher in Charge of resourced provision for pupils with Speech Language and Communication Needs (SLCN)**

**Responsible to:** Headteacher

**Responsible for:** SLCN provision staff and pupils

**Salary scale: Main/Upper Pay Spine plus SEN 1**

#### **Main Purpose:**

- Lead the resourced provision for pupils with SLCN within the inclusive context of Smallwood Primary School.
- To ensure that the needs of pupils who attend the provision are met.

#### **Main duties and responsibilities**

##### **LEAD TEACHER**

1. To have responsibility for the education and welfare of pupils with SLCN in the provision.
2. To lead and model the expert teaching of pupils with SLCN within the provision.
3. To work in close collaboration with the staff to ensure that all staff promote the ethos and approaches of an inclusive school both as part of their policy development and practice.
4. To liaise with, provide advice and support and training to all staff to facilitate the inclusion of pupils with SLCN in social and academic activities.
5. To line manage (with SLT support) teachers and TAs in the unit.
6. To organise timetables for pupils, staff and other agencies e.g. OT and SALT
7. To track, monitor and review progress to inform future planning and maintain accurate and detailed pupil records.
8. To take part in the admissions process for prospective pupils in a timely manner and plan for transitions in and out of the provision.
9. To co-ordinate annual reviews, gather professionals' views and lead annual review meetings, as well as transfers from statements to EHCPs for Reception and Year 5 children.

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11. To develop and maintain training and support materials, resources and equipment for the provision.
12. To establish and maintain partnership working with other professionals, services and parents/carers. To work very closely with SALT team to provide SALT embedded into the curriculum. To run in conjunction with SALT termly coffee mornings for parents.
13. To review data on pupil progress and achievement using P level/NC levels as well as other assessments, to evaluate the effectiveness of the provision and guide further development.
14. To understand the place of the provision within Wandsworth's range of opportunities for children with SEN and be involved in the development of education of pupils with SEN across the LA, e.g. by attending the ASD Practitioners group, P-level moderation and termly Early Years Panels.
15. To keep up-to-date with current research on SLCN and disseminate as appropriate.

## GENERAL

16. To fulfil all the professional duties of a teacher as laid out in the Teachers Pay and Conditions Document
17. To play a full part in the life of the school including the planning and provision of a range of school and lunch time activities which will contribute to the wider, structured provision offered to families.
18. To provide cover for other classes as and when directed by the Headteacher.

## **Child Protection:**

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the school  
To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role.  
To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection

**Person Specification for Teacher in charge of Provision for pupils with Autistic Spectrum Disorders**

	Essential	Desirable
Qualifications	Qualified teacher status	Additional SEN qualification at Post Degree Level  Further training relevant to pupils with SLCN eg 3 or 5 day TEACCH course, Makaton etc
Experience	Evidence of successful experience of teaching children with communication disorders in the primary phase  Evidence of being able to modify a primary curriculum to suit a wide range of needs  Experience of working with parents, other professionals and therapists to support pupils with SEN  Knowledge of new SEN reforms, EHCPs and the annual review process	Experience of teaching in EY, KS1 and 2.  Experience of teaching pupils in any specialist primary setting  Experience of advising others on strategies for successful inclusion  Experience of planning and implementing individual programmes for pupils with SLCN with other professionals.
Teaching and learning knowledge and skills	Knowledge of the National Curriculum from the EYFS to KS2  Use of assessment procedures and P levels to gather appropriate data to monitor, review and evaluate achievement and progress and inform future planning.  Knowledge of specialist resources and approaches to teaching children with SLCN including TEACCH, PECs and Makaton  Ability to use ICT to enable pupils to gain access to the curriculum	Knowledge of e.g. B squared to monitor progress  Makaton Foundation Level  Experience of writing annual review reports and running annual reviews
Leadership and management skills	Ability to lead and manage a staff team to secure high quality provision for children with SLCN.  Ability to foster commitment	Experience of delivering staff training.  Membership of leadership team.

	<p>from staff</p> <p>Ability to work with senior leadership team to contribute to school improvement</p>	Membership of networks or forums.
Personal and professional skills	<p>Enthusiastic and committed approach to working with children with SLCN.</p> <p>Effective interpersonal and communication skills (written and oral) and ability to relate to people at variety of levels</p> <p>Effective time management and organisational skills</p> <p>Ability to remain calm in challenging situations</p> <p>Empathetic and sensitive manner</p> <p>Pro-active approach to own professional development</p> <p>Commitment to working in partnership with parents and carers</p>	