

JOB DESCRIPTION

Post title	Teacher of SEN – ASD Specialism	Reporting to	Assistant Principal and SENDCo
Location	West Bromwich Collegiate Academy	Grade	TMS/UPS + SEN allowance
Contract type	Permanent	Hours of work	Full Time

Post Summary

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

To develop, plan and deliver effective and high-quality learning experiences for all students they teach.

Be accountable for the learning and achievement of all students they teach.

To liaise with teaching colleagues across the Academy to support strategic development, share good practice and plan collaborative activities.

Duties and Responsibilities

Teaching and learning

- Carry out teaching duties in accordance with the Academy's schemes of work.
- Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
- Liaise with colleagues to deliver units of work in a collaborative way.
- Work with teaching assistants, the SENCO, learning mentors as appropriate
- Set targets for student attainment levels
- Contribute towards the implementation of support plans for pupils with SEND particularly the planning and recording of appropriate actions and outcomes related to set targets.
- Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents and carers.
- Create and review Individual Support Plans for all students.
- Demonstrate good practice in the teaching areas of responsibility
- Support and upskill teachers in adaptive teaching methods
- To deliver programmes of study Asdan or a similar life skills program.

- To teach small groups of SEN children with complex needs specifically focusing on EHCP outcomes

Planning and target setting

In collaboration with the Assistant Principal and SENDCo

- Co-ordinate the work and deployment of Resource Base staff according to the individual needs of the students in school.
- Carry out appraisal meetings for staff within the Resource Base as required.
- Work collaboratively with wider school staff to ensure that standards of attendance and behaviour are upheld and supported.
- Work in partnership with external agencies to ensure pupils are assessed appropriately, supported and monitored across a range multi-disciplinary services when required.
- Chair annual and interim EHCP reviews in support of student's progress against their short and long-term targets / outcomes, ensuring that the statutory documentation required is of a high standard in detailing both current and future needs and requirements.
- Manage appropriate SEND resources and to ensure that they are used efficiently, effectively and safely.
- Develop curriculum resources alongside Directors of Learning and SEND across the Trust to ensure that pupils with SEND are able to access the curriculum.
- Sustain the effective teaching of students within the Resource Base leading to high quality outcomes.
- Teach classes and groups as agreed with the Assistant Principal and SENDCo
- Support the provision of SEND, including the allocation of support time, the writing and quality assurance of one-page profiles and contribute to the support of statutory EHCP's as required.
- Oversee the deployment of relevant outside agencies to ensure that the SEND needs of individual students are met effectively.
- Ensure accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- Ensure that digital information systems are maintained, accurate and up to date and that staff are kept informed of students with special educational needs within the Resource Base.
- Use data effectively to identify students who are working below age related expectations and where necessary create and implement effective plans of action to support those students.
- Contribute to Resource Base meetings, communicating information to all staff
Monitor the day-to-day management of Resource Base, creating a safe, effective and stimulating environment for the teaching and learning of students.
- To undertake other duties, as required by the Principal, as appropriate to the grade of the post.

Assessing and reporting

- Record students' work
- Use appropriate assessment tools to track the holistic view of a student.
- Regular subject formative assessment
- Monitoring and tracking of student performances.
- Maintain lesson evaluations
- Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
- Mark and return work within agreed time span, providing feedback and targets
- Provide assessment reports to monitor student progress
- Liaise with parents/carers and attend consultation days and evenings

Standards and quality assurance

- Support the aims and ethos of the Academy to maximise the achievement of all
- Set a good example in terms of dress, punctuality and attendance
- Consider the needs of all pupils within lessons (and implement specialist advice) e.g. EAL/SEND, Disadvantaged etc
- Meet deadlines where given reasonable notice
- Attend and participate in open evenings and student performances
- Uphold the Academy's behaviour code and uniform regulations
- Participate in staff training
- Attend team and staff meetings

Pastoral

- To act as a form tutor for students.
- Management and monitoring attendance of students in their form
- Contact with parents/carers when necessary
- Management of attendance within their form
- To support as effectively as possible the academic and pastoral needs of each student in the tutor group.
- To be aware of Child Protection issues and to report concerns where they arise.
- To treat all students equally regardless of religion, ethnicity or gender but to be mindful of the different needs, values and beliefs of different groups.
- Undergo Basic First Aid training and update courses.

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are

shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

Amendments

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.

