

# JD & PS - SEN Teacher

## JOB DESCRIPTION

<b>JOB TITLE</b>	SEN Teacher / ASD Unit Lead
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	Churchwood Primary Academy
<b>RESPONSIBLE TO</b>	Principal
<b>RESPONSIBLE FOR</b>	SEND class and provision for SEND
<b>MAIN PURPOSE OF THE JOB</b>	Teach and lead SEND facility including meeting EHCP needs
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
1	To professional lead and manage SEND in accordance with the 2014 SEND Code of Practice: 0-25 Years
2	To lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils
3	To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate
4	Co-ordinating provision for children with SEND working alongside the academy SALT team
5	Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
6	Liaising with parents of pupils with SEND
7	Liaising with early years providers, other schools, educational psychologist, health and social care professional, and independent or voluntary bodies
8	Being a key point of contact with internal and external agencies including SALT team, EP, Physiotherapy and OT where appropriate
9	Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
10	To undertake the duties of a class teacher in line with the most recent Teachers Pay and Conditions Document

<b>11</b>	<b>Set appropriately challenging targets for raising achievement among pupils with SEND</b>
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
<b>Date: 27<sup>th</sup> February 2020</b>	
<b>Additional Information</b>	
<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced Criminal Record Check</li> <li>• This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.</li> </ul>	
<p><b>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</b></p>	

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

#### EDUCATION AND QUALIFICATIONS

- 1.1 Qualified Teacher status
- 1.2 Willingness to undertake the National Award for SEN Co-ordination
- 1.3 Hold National Award for SEN Co-ordination and/or other specialist qualifications

#### KNOWLEDGE AND EXPERIENCE

- 2.1 Successful experience of teaching across the primary age range
- 2.2 An understanding of current initiatives that relate to our provision for children with SEND
- 2.3 Committed to providing excellent provision for all pupils and achieving high standards of pupil progress
- 2.4 Experience of leading in SEND, including identification of pupil needs, monitoring and evaluating pupil achievement
- 2.5 A teacher with a record of consistently successful classroom practice
- 2.6 Experience as part of a leadership team
- 2.7 Experience of managing a budget
- 2.8 Proven ability in leading staff teams / school improvement projects and measuring

#### PROFESSIONAL SKILLS AND ABILITIES

- 3.1 Ability to implement strategies for raising achievement for pupils with SEND
- 3.2 Ability to work cooperatively and collaboratively as a leader and team member
- 3.3 Excellent people skills; motivating, inspiring and challenging adults
- 3.4 Outstanding communicator; building trust and confidence with parents and staff
- 3.5 Experience in managing support staff
- 3.6 Experience of coaching/mentoring/supporting colleagues
- 3.7 Experience of leading and supporting CPD

## **PROFESSIONAL ETHOS AND COMMITMENT**

- 4.1 A commitments to the values and ethos of our academy
- 4.2 A sound understanding of SEND Code of Practice and its implications
- 4.3 A strong commitment to meet the learning and emotional needs of every child
- 4.4 A commitment to safeguarding and child protection
- 4.5 High expectations for self and others, and a strong commitment to raising achievements
- 4.6 Awareness and willingness to be involved in partnerships that support school and agencies

## **PERSONAL QUALITIES**

- 5.1 An innate ability to demonstrate a caring and nurturing attitude whilst maintaining professions boundaries
- 5.2 Excellent interpersonal skills, resilience and tact
- 5.3 Ability to set and work to deadlines
- 5.4 Ability to remain positive in challenging situation and retain a sense of humour
- 5.5 Be committed to own personal development, whole school development and the raising of standards
- 5.6 An up to date knowledge of educational reforms and research
- 5.7 A commitment to develop personal qualities and professional qualifications