



JOB DESCRIPTION

Specialist Teacher (Specialist base/ SEND Unit)

Job Title: Specialist Teacher

Grade: MPS 1 to UPS 3

Hours: Full time

Responsible to: Enhanced Provision Lead Teacher and SENCO

Liaison With: Inclusion team including Headteacher, AHT Inclusion and Senior Mental Health and Wellbeing Lead

KEY ROLE:

This role is central to delivering the highest quality provision for children accessing classes in our new Specialist base/ SEND Unit at Glade Hill Primary and Nursery School. The post requires an experienced teacher to support and teach the children a personalised curriculum. This may involve assisting these students to access mainstream education and develop personal and social skills. The postholder will set a climate for learning and create an ethos in which every child matters and is supported to reach their full potential.

MAIN DUTIES AND RESPONSIBILITIES:

- To be responsible for the day-to-day organisation and management of the classroom (which includes the children, the support staff and the physical environment). This will include working with students at lunch time and supervising break times.
- To uphold the Glade Hill School's aims, objectives, and schemes of work, ensuring inclusive practice and adherence to agreed school policies.
- To promote inclusion to ensure the provision provides equity of access to the National Curriculum for all children.
- To work with parents and families to share the aims of Glade Hill School and support them in meeting the needs of their children and signposting to appropriate services.

- To complete Individual Provision Maps and Support Plans linked to Education Health Care Plans for the students and regularly measure progress towards these targets.
- To promote and develop a creative, innovative and team working approach to learning.
- To share in the collective responsibility for the well-being, development, and positive behaviour of all children, promoting an environment where every child feels valued and supported.
- To support and enhance the adaptive teaching and inclusive practice of staff working with other children with special educational needs whose provision is in the main school in the mainstream classes or enhanced provision classes/ support bases.

Teacher's Duties:

- To ensure the maintenance of good order and discipline among pupils within the Specialist base/ SEND Unit, safeguarding their health, safety, and well-being both on school premises and during authorised activities elsewhere.
- To support inclusive practice, ensuring all pupils with SEND have access to a tailored curriculum that maximises achievement and minimises inequality.
- To act as a role model by demonstrating and promoting high standards of professional practice and inclusive teaching strategies tailored to the needs of pupils with SEND.
- To ensure that assessment and record-keeping procedures in the Specialist base/ SEND Unit are robust and effectively monitor and report on pupils' attainment, progress, and development.
- To collaborate with the Enhanced Provision Lead Teacher and SENCO, Inclusion Team and Senior Leadership Team to ensure the specific needs of all pupils within the Specialist base/ SEND Unit are met through appropriate interventions, strategies, and support.
- To prepare and maintain engaging classroom environments, including displays, that reflect and support the learning and development of children accessing the Specialist base/ SEND Unit.
- To build and sustain positive relationships with parents and carers, organising and leading meetings as appropriate to promote understanding, progress, and development of children with SEND.
- To participate in professional development activities, staying informed of current good practice in SEND through reading, attending courses, evaluating resources, and sharing knowledge with colleagues.

- To manage and support the Specialist base/ SEND Unit's non-teaching staff, ensuring effective collaboration and the consistent implementation of best practices in supporting pupils with SEND.

General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all School policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the School and Local Authority's Equality and SEND Policies and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the School's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the school.

The school and its Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade in any part of the school.