



Job Description – SEND Curriculum Access Teacher/Specialist

Accountable to: SENDCo & Assistant Headteacher Teaching and Learning.

To create, develop, evaluate and differentiate curriculum resources into accessible digital materials for students with SEND needs, working significantly below age related expectations. To teach phonics and small groups as required by the SENDCo.

Duties and Responsibilities as a Teacher

To be read in conjunction with the School Teacher's Pay and Conditions Document Part XII and the Teachers Standards document.

- A. To work with teaching staff to unpack learning materials from Schemes of Learning for identified subjects; to identify key learning concepts and Golden threads and produce resources to allow specific SEND students to access the key learning concepts
- B. To work with teaching staff to convert these resources to digital (including video and audio) resources so specific SEND students can access the learning and assessments effectively and independently and parents can support at home particularly with pre learning.
- C. To teach small group sessions to KS3 students focussed on Literacy, Numeracy and Phonics. Ensure that all lessons are well prepared, all work marked regularly, and homework set according to agreed policy.
- D. To plan appropriately to meet the needs of all pupils through differentiation of learning tasks
- E. To unpack assessments to ensure they are accessible to the SEND learner, to maintain records of pupil attainment, and to be aware of standards achieved.
- F. To produce effective reports on pupil progress and targets for improvement.
- G. To ensure high standards of behaviour from students.
- H. Provide a stimulating learning environment with resources accessible to specific students, as directed.
- I. To work as a member of a team, seeking to implement its aims and objectives, extending knowledge and understanding of the curriculum, recognising the need for change, and leading to the writing/development of new digital resources.
- J. To attend staff meetings as required, both subject and pastoral.
- K. To discuss with the SENDCo and colleagues those aspects of pupils' performance which are a cause for concern, and to seek advice, guidance or support where appropriate.
- L. To promote the general progress and personal and social well-being of pupils.
- M. To participate in performance management – identifying areas for development and accessing appropriate training and professional development.
- N. To provide work when absent.
- O. To build strong working relationships with parents, communicating and consulting as required and through attendance at Parents' Evenings.
- P. To have regard to the school Health and Safety policy.
- Q. To promote and safeguard the welfare of children and young persons within the school.

This job description, which is subject to review, has been agreed between the Post-holder, the MAT and the Headteacher.

Teacher

Signed Printed Date.....

Headteacher

Signed Printed Date.....