



Holy Trinity
C of E Primary Academy and Nursery
Hope Within, Hope Beyond



Proud to be part of

St Chad's
Academies Trust

Job Description: SEN Hub Teacher

Reports to:	Hub Lead / Trust Headteacher / SENDCO
Location:	Holy Trinity Academy
Contract:	Temporary until August 2027
Working Pattern:	Full time
Salary:	MPS / UPS

Job Purpose

- To assist with the development and monitoring of Teaching and Learning in all aspects across the SEND resourced provision and SEND unit.
- To ensure there is and appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the academy and the curricular policies determined by the Academy leadership, Local Academy Committee (Governors), and the CEO.

Duties and responsibilities

- Contribute to assessing potential pupils for the Hub, review assessments completed by previous schools or academies and liaise with the hub coordinator to decide which pupils should attend each programme.
- Plan a bespoke curriculum planning for each programme, dependent on the needs of the cohort
- Implement and evaluate curriculum plans, schemes of work and activities to meet the needs of individual pupils to enable them to make rapid progress.
- To have an awareness of progress against key performance indicators (KPIs) and understand what data suggests about impact towards intended outcomes.
- Provide information and reports as required on the achievement and progress of pupils every 6 weeks.
- Develop pupil passports and PCPs to include key information about pupils in the Hub and strategies to support their learning. Every cohort.
- Gain pupil and parent voice for each hub cohort.
- Create and update a tracker for each cohort
- Baseline and screen pupils on entry and exit, using a variety of screening tools including the language and literacy toolkits (PSS)
- Be responsible for planning, teaching and assessing the curriculum for the students during their time in the Hub.
- Liaise with other teachers who will teach the rest of the timetable in the Hub to support them in understanding the needs of the pupils.

- Work with parents to enhance pupils' learning and development including attending parents' afternoons/ evenings.
- Running the open day for each transition cohort
- To cover internally for any absent hub teacher
- Supervise and support the work of the pupil coach in the class.
- Share expertise and skills with staff in the Hub and in the wider Academy (if applicable).
- To follow whole Academy procedures for teaching and learning.
- To facilitate SEND drop ins at the hub to support teachers from the wider Academy.

Monitoring and evaluation

- Contribute to the creation of and use tracking documents to measure pupil progress and personal development.
- Monitor and assess pupils in the Hub in accordance with the monitoring and assessment arrangements of the Hub.
- Appraise the Hub's Teaching Assistant.
- Adhere to Performance Management targets
- Undertake training and CPD to enhance your skills in SEND

Other specific duties

- To promote the agreed vision and aims of the Academy
- To set an example of personal integrity and professionalism
- To promote actively the Academy's policies and procedures.
- To continue personal development as agreed.
- To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

To adhere to the ethos of the Academy

- Attendance at department meetings/staff meetings/ and parents' evenings/open evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the Academy

General

- A teacher on MPS shall meet the Teachers' Standards (DfE 2012)
- A teacher on the upper pay scale shall meet the Teachers' Standards (DfE 2012) and performance threshold standards as specified in the Teachers' Pay and Conditions Document.
- To adhere to the Academy Trust's Code of Conduct for all staff

Personal Specification: SEN Hub Teacher

Qualification Criteria

- Graduate in subject to be taught
- Qualified Teacher status.
- Successful completion of induction
- Completed a leadership programme or qualification (desirable)

Further Qualifications/ Professional Development

- Recent, relevant in-service training in current educational practice.
- Post graduate study (desirable)
- Experience of exam access arrangements (desirable)

Experience

- Teaching to a high standard
- Works well within and contributes to team development
- Understands and values the processes of planning as an aid to raising standards
- Effective classroom management
- Successful and varied teaching experience across key stages 3, 4
- Experience of working with children with SEND
- Leadership of an aspect of improvement within a curriculum area.
- An understanding of how to produce EHCP for SEND students
- An understanding of what is required to conduct Annual Reviews
- Evidence of leading a team to manage/lead change
- Evidence of excellent teaching as a minimum, leading to consistently high standards of achievement for all pupils
- Good knowledge of current curriculum development in your subject area
- An understanding of assessment procedures to measure pupil progress in SEND
- An understanding of how to use data and AfL to inform planning for good teaching and learning
- Ability to use ICT to effectively engage pupils in their learning
- Experience of Development Planning
- Experience of teaching in Key Stage 2 (desirable)
- Experience in more than one Academy (desirable)
- Experience and understanding of inner city/multi-cultural communities (desirable)
- Experience of producing EHCP for SEND students (desirable)
- Experience of conducting Annual Reviews (desirable)
- Leadership in aspects of Academy life involving a high level of contact with parents and the wider community (desirable)
- Knowledge and understanding of the SEND Code of practice and its application(desirable)

Skills/ Aptitudes

- The ability to prioritise, assess, plan, monitor, evaluate, review and lead by example.
- Ability to manage the implementation of change sensitively.
- Ability to lead and manage people and work as part of an effective team.
- Ability to work under pressure and meet deadlines
- The ability to inspire and enthuse colleagues
- High level of *written and ** oral communication skills.
- To be able to provide evidence of having influenced the quality of teaching and learning in present Academy.
- Good reasoning powers and good judgement in a variety of situations.

Other

- A commitment to involve parents, LACs and the community in the work of the academy.
- Promotion of positive behaviour strategies and constructive handling of problems.
- An awareness, understanding and commitment to equal opportunities.