

## **SEND Specialist – Job Description**

To work within the departments and SEND Team to support pupils in achieving ambitious educational outcomes, supporting the attainment and well-being of pupils with a range of learning and communication needs. The job description includes (but is not limited to) the following, and any other areas as delegated by the head teacher.

### **TEACHING AND LEARNING**

To support and complement the work of teachers by:

- Working under the direction of the teacher/or self-directed to:
  - plan lessons and interventions
  - prepare resources for the lessons such as differentiated worksheets and for SEND interventions and induction
  - Administering and mark tests and assessments
- Assessing, recording and reporting (including verbal feedback and meetings with parents) on pupil progress and attainment
- Planning collaboratively with teachers for intervention strategies and targets for improvement
- Delivering sessions to SEND pupils
- Delivering learning activities to pupils, either one-to-one, small group or whole class activities – on occasion whole lessons may be required
- Contributing to the teaching and learning of target SEND pupils across the school
- Helping to plan and prepare appropriate teaching resources to meet the needs of the full ability range, including liaison with SENDCO and EAL Coordinator as appropriate
- Using technology to develop and deliver learning activities
- Encouraging pupils to work independently when appropriate to develop greater self-confidence and independence
- Being responsible for SEND assessment recording systems
- Taking an active part in extended curriculum events or activities

### **INTERVENTION**

- To help develop and promote strategies across the school to raise achievement of SEND pupils
- To assist in the identification of intervention groups
- To work either as part of a class or lead groups of pupils for intervention purposes
- To monitor the progress of those pupils for whom the post holder is responsible
- To promote and assist with study support sessions for pupils
- To mentor individuals or groups of pupils as requested
- To liaise with relevant staff regarding under-achieving pupils and make contact with parents as appropriate
- To be responsible for intervention assessment, recording and reporting.

### **COVER SUPPORT**

- To cover part or all of a teacher's lesson to enable training or other developmental activity to take place
- To provide short notice emergency cover, or cover to allow a planned activity to take place
- To support in the planning and preparation of materials in the case of an absent colleague within the department

#### WORKING WITH COLLEAGUES

- To help guide and support the work of teaching assistants throughout the school
- To liaise with other SEND staff across the school to share good practice

#### GENERAL

- To support with the admission and initial 'settling-in' of new SEND pupils
- To support communication and relationships with parents

#### SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Implement planned supervision of pupils out of school hours
- Supervise pupils on visits, trips and out of school activities as required

## **SEND Specialist – Person Specification**

	Essential	Desirable
<b>Experience</b>		
✓ Experience working with children aged 7-11 years	✓	
✓ Leading a team of staff/colleagues to bring about change		✓
✓ Experience of planning a sequence of SEND teaching in cognition and learning		✓
✓ Experience of adapting curriculum learning/resources for specific SEND pupils to make accelerated progress	✓	
✓ Experience of working with EHCP and associated processes		✓
✓ Direct experience of working with SEND pupils	✓	
✓ Experience of using assessments to track progress	✓	
<b>Qualifications/Training</b>		
• GCSE English and Maths at Grade C/Level 2 qualification or above, or equivalent training/experience	✓	
• SEND qualification in Cognition & Learning and/or C&I		✓
• Phonics qualification/training or teaching phonics		✓
• Training in SEND assessments		✓
<b>Knowledge/Skills</b>		
• Capacity to take responsibility and show initiative	✓	
• Good team working skills with TAs and with Class teachers	✓	
• Ability to use technology to a good level		✓
• Excellent numeracy/literacy skills	✓	
• Awareness of data protection and confidentiality	✓	
• Understanding of principles of child development and learning processes and in particular, barriers to learning	✓	
• Working knowledge of national curriculum and other relevant learning programmes	✓	
• Ability to adapt curriculum for pupils at risk of underachieving	✓	
• Ability to self-evaluate learning needs and actively seek learning opportunities		✓
• Understanding of classroom roles and responsibilities and an understanding of own position within these and within the wider school community		✓
• Experience of Restorative Practice		✓
<b>Personal Qualities</b>		
• Ability to relate well to pupils and adults	✓	
• Adaptable, flexible and creative	✓	
• Enthusiastic and motivated when working with SEND pupils	✓	
• Demonstrate excellent organisation and record keeping	✓	
• Solution focused with high ambition for all pupils	✓	
• Ability to build excellent relationships with pupils in line with our school ethos and behaviour policy	✓	