

Watford Grammar School for Boys
SEND Specialist Teacher
JOB DESCRIPTION

Job Title: SEND Specialist Teacher

Reports to : SENDCo

Hours per week: 0.6 FTE

The following is intended to give an indication of the range of duties and responsibilities attached to the post of **SEND Specialist Teacher** and does not attempt to specify all aspects of the role. The duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the school to respond to changing priorities and also support and enhance individual professional development.

Overall Purpose and Accountability

- To support and uphold the ethos, principles, policies and rules of the school in all respects.
- Deliver highly effective Learning Experiences for our SEND pupils on an individual, class or small group basis by developing and adapting conventional teaching methods to meet the individual needs of pupils and using specialist skills to enable all pupils to access a personalised curriculum.
- As an integral member of the Learning Support Team, on behalf of, and under the SENDCo's direction, to assist the SENDCo in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for pupils with special educational needs.
- To assist the SENDCo in completing statutory assessments including Annual Reviews of EHC Plans, updating pupil profiles and Referral forms to outside agencies.
- To fulfil other department responsibilities as directed by the SENDCo

Key Accountabilities

- Contribute to the strategic planning process to ensure this takes account of emerging issues and developments.
- To teach SEND pupils on an individual, class or small group basis preferably across key stages, closing the gap in the students' progress so that students with SEND make at least equal progress to those without.
- To participate in appropriate meetings with colleagues and parents relating to the above duties. This may include parents evenings or EHCP review meetings.
- To undertake administration as appropriate to the role.

- To assist the SENDCo in monitoring the quality of SEND support delivered by Learning Support Assistants through interventions.
- To support the SENDCo in the identification and dissemination of the most effective teaching approaches for pupils with SEND.
- To attend statutory annual reviews or other related meetings regarding students with SEND, which will involve reviewing Education, Health and Care (EHC) plans where required.
- To assist in collecting and interpreting assessment data generated by school assessments effectively to inform future pupil progress.
- To assist the SENDCO in the identification of pupils' Special Educational Needs through observation in the classroom, individual screening and assessment of reports.
- To oversee the writing and regular review and updating of Pupil Profiles.
- To liaise with external agencies regarding particular pupils to ensure that the school is providing appropriate support for the child.
- To interpret the recommendations of Educational Psychologist, Occupational Therapist and other professional reports and to disseminate them so that they are effectively implemented in the classroom.
- To assist the SENDCo in liaising with parents and carers about pupil progress and concerns and updates to the Pupil Profile, and to be proactive in communication about these issues.
- To provide strategies to teachers and LSAs to help SEND students in class on areas such as how to develop independence, differentiate tasks, breaking down tasks, behaviour management, organisation, managing their anxiety.
- Ensuring records are maintained on students' progress i.e. one to one folders, group work folders, extra skills folders for evidence purposes which details support and advice offered.
- Using specialist skills developing and adapting teaching methods and preparing resources to meet individual needs of students.
- Gathering relevant information from professional reports, highlighting key points, strategies as recommended by professionals and updating information on pupil profiles.
- To support colleagues within the department in completing time table requirements for LSAs throughout the year.
- Completing referral forms -single service request, advisory teacher etc., as and when required.

- To constantly review our resources for Interventions so as to enable us to provide specialist support to our students.
- To lead and prepare extra time/access arrangement time tables for internal exams in consultation with SENDCo. Checking time tables against access arrangement needs and overseeing administration as required.
- To deal with leavers SEN references, sending appropriate documents/letters by checking archive.
- To work as part of a team in a flexible and adaptable approach and contribute to duties within Learning Support as necessary under the direction of the SENDCo.
- To exercise a commitment to the school's mission statement and stated ethos including all current school policies.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- Any other task as may be reasonably requested by the Headmaster

Professional Knowledge and Development

- To maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the school's curriculum and policies.
- To participate in INSET provided by the School and where appropriate to lead INSET on SEND issues within the department.
- To understand the principles of safeguarding as they apply to adults in vulnerable situations.
- To report any concerns regarding safeguarding and child protection to the line manager immediately.
- To attend appropriate courses and disseminate skills learnt to the rest of the staff within the department.
- To undertake such other duties and responsibilities that may be required from time to time.
- The ability to apply the Equality policy in work with the children.

Fulfilling this role will also involve:

- Undertaking relevant CPD in areas of SEND identified as priority within the school.
- Leading and training LSAs/Administrators
- Involvement in the department's role in the whole-school context