



## **JOB DESCRIPTION**

### **JOB DETAILS**

<b>Job Title:</b>	<b>SEND Teacher – Ridgeway Primary Academy</b>
<b>Pay Scale:</b>	<b>Main Pay Range/Upper Pay Range + SEND Allowance</b>
<b>Contract Duration:</b>	<b>Permanent, starting in September 2026</b>
<b>Responsible to:</b>	<b>SENDCo</b>

### **JOB PURPOSE**

To take responsibility for leading and managing the provision for children within the school's SEND Unit, supporting pupils with moderate to complex learning needs across Key Stages One and Two. This is an established offer in school which operates across 3 rooms for 14 children with EHCPs, providing a safe, supportive and stimulating learning environment in which pupils thrive.

You will be responsible for delivering and coordinating high quality teaching, planning, assessment, and pastoral care in accordance with the current School Teachers' Pay and Conditions Document, having due regard to the requirements of the National Curriculum and Local Authority, Academy Trust and school policies. You will work closely with, and report to, the school's SENDCo, as well as communicating with all stakeholders, including local authorities and a range of external agencies, to support the varying learning and pastoral needs of the pupils.

### **KEY RESULT AREAS**

You will work closely with the school's SENDCo to deliver the following objectives, liaising with a small team of HLTAs and TAs to ensure strong practice across all rooms in which the cohort are taught:

1. Plan work for the cohort in accordance with national, Local Authority, Trust and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. Ensure a close match between the learning experience offered and the individual needs of the children in the cohort, so as to give each child an opportunity to achieve to the maximum of their capability.
- 3.. Where possible, make sure that children's work is closely linked to first-hand practical experience.

4. Provide children with opportunities to manage their own learning and become independent learners.
5. Work with colleagues to create secure, happy and stimulating classroom environments, maintaining the highest standards of organisation and discipline.
6. Foster each child's self-image and esteem and establish relationships which are based on mutual respect.
7. Maintain a high standard of display both in the classroom and in other areas of the school for which you are responsible.
8. Arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage children to become more responsible for their own learning.
9. Work closely with colleagues to undertake medium and short-term planning and the implementation of agreed schemes of work.
10. Work with the SENDCo and other year group teachers closely to provide opportunities for reintegration with mainstream classes where possible and desirable.
11. Assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
12. Contribute to annual EHCP reviews and other statutory and non-statutory documentation, working to identify effective targets and outcomes.
13. Alongside the school's SENDCo, work closely with the Local Authority SEND Team to identify appropriate pupils to join the SEND Unit as and when required.
14. Communicate and consult with parents and carers and with outside agencies as necessary, about children's progress and attainment.
15. Ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in everyday classroom organisation and practice.
16. Liaise with support staff both school-based, from the Local Authority and from other external bodies as required.
17. To take responsibility for the management of other adults across the SEND Unit.
18. Ensure the protection and safety of all students and staff through effective approaches to safeguarding and promoting the welfare of all children.
19. Ensure compliance with academy requirements, policies, systems and procedures throughout the academy, ensuring that accurate and up-to-date records and documentation are kept and held and available for internal and external audit, review and to inform report writing.
20. To carry out additional responsibilities as requested by the Headteacher and/or senior trust staff.

## **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of Ridgeway Primary Academy and Tyne Coast Academy Trust, it must be accepted that, as work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **EQUALITY AND DIVERSITY**

Tyne Coast Academy Trust is committed to equality and diversity for all members of society. The trust will take action to discharge this responsibility but many of the actions will rely on individual staff members at the academy embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the academy trust's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the trust with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the academy trust can improve its practice on Equality and Diversity, please contact the Chief Operating Officer.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the academy trust on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the academy and safety policies in respect to their specific duties and responsibilities.

## **LEARNING & DEVELOPMENT**

All staff are required to participate fully in the academy trust Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

The academy trust is committed to safeguarding and the Prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The academy trust expects all staff and volunteers to share this commitment.

## **COMMUNICATION AND WORKING RELATIONSHIPS**

### **Internal Communication/Working Relationships**

Liaison with:

All school staff

Senior Leadership Team

Headteacher

Chief Executive Officer

Chief Operating Officer

Local Governing Body

### **External Communication/Working Relationships**

Liaison with:

Local Authority

Local Primary and Secondary schools

External partner organisations

Department for Education (DFE)