**Post: SEND Hub Teacher**

Responsible to: Headteacher

**Primary Duties and Responsibilities Relationships**

• With individuals and groups of students, celebrating the smallest steps of progress and encouraging a growth mind-set in all learners

• With teaching colleagues, ensuring that learning needs are met, and sharing information, strategies, ideas and concerns

• With teaching assistants, providing a balance of guidance and challenge to ensure that students benefit from their support.

• With parents/carers, keeping them informed, signposting support for them and through genuine collaboration around their child’s provision and progress

• With external agencies e.g. Educational Psychology and Speech and Language Therapy, assisting them with their delivery of specialist support

• With the local authority SEND Dept regarding consultations for new placements, EHCP review and provision planning

**People Management**

• With SENDCO, curriculum leads and subject teachers, carrying out regular reviews of the curriculum

• Delivering exceptional planning and teaching for students

• Supporting the reviewing of EHC Plans for Hub students

• Engaging with SENDCO and/or Inclusion Lead as well as colleagues to monitor, evaluate, assess and report on the needs of specific students and their short and long-term learning goals.

• Working collaboratively to share information, knowledge and best practice. In collaboration with the SENDCO and other staff ensure that the appropriate exam access arrangements are in place

• Liaising with teachers regarding learning needs for hub students, decide on appropriate strategies and discuss differentiation to allow individuals to fully access the lesson

• Liaising with colleagues regarding specific curriculum areas and events,

• Produce bespoke resources and study materials for use in intervention groups and in lessons.

• Highlight and recommend resources that could be utilised to support specific students and their learning.

• Use appropriate positive behaviour management techniques and strategies. Assist and support students presenting with challenging behaviour

• With support from other staff, ensure all written and electronic records and reports are accurate, comprehensive and timely.

**Decision Making**

• Promoting the inclusion and acceptance of all students and staff within the Academy.

• Supporting the SENDCO in carrying out line management responsibilities e.g. the induction of new Learning mentors

• Assisting the SENDCO in evaluating the work of the learning mentors and supporting their professional development

**Work Demands**

• Be flexible to meet the needs of students, able to multi-task and adapt to ad-hoc changes and situations as they arise

• Be patient, show empathy and remain calm under pressure

• May be required to assist students with personal care such as toileting. •

Work is school-based but will include accompanying students on visits and will include attending meetings with external agencies

**Physical Demands**

• Manual handling may be required (relevant training will be provided if necessary).

Positive handling of students may be required for which full training will be provided and should be managed in line with relevant guidelines.

**Working Conditions**

• Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation

• Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary

• Commit to professional self-development, such as through participation in inset training and professional services network as necessary for the successful carrying out of the job

• Undertake such other duties as are commensurate with the grade of the post