

CHRIST THE KING CATHOLIC SCHOOL

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Job Description: SENDCo & Resource Base Manager

Salary Range: MPS/UPS + SEN point + TLRB (£5,026 pending pay award)

Hours: Full-time, permanent

Responsible to: Headteacher

Main activities and Responsibilities

To teach and lead a staff team within the resourced provision for pupils with communication and interaction needs within the inclusive context of Christ the King Catholic School.

Duties

1. The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively
2. This job description sets out the duties to be undertaken and performed to the satisfaction of the headteacher and local governing body by the post holder in the role of 'Class Teacher'.

Particular Specific Responsibilities

1. The post holder is responsible to their line manager for his/her duties, responsibilities and teaching tasks.
2. The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
3. The post holder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
4. The post holder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Headteacher.

General Responsibilities

1. To model the expert teaching of pupils with C&I needs within the provision and when pupils are in mainstream.
2. To lead a multi-disciplinary team within the Resource Base.
3. Embrace the school's Catholic ethos and promote the Trust vision and values.
4. To devise appropriate individual programmes for pupils, ensuring that they have a broad, balanced and relevant curriculum, including the National Curriculum, which address academic, social and personal targets with specific reference to the learning style of pupils with C&I needs.



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5. To work in close collaboration with the Headteacher, Resource Base staff and whole staff to contribute to the development of SEN-inclusive practice throughout the school.
6. To be the lead practitioner in ensuring that the school is compliant with the SEN Code of Practice and latest guidance to meet the local offer for pupils with SEND.
7. To contribute to staff training to facilitate the inclusion of pupils with SEND needs in social and academic activities.
8. To track, monitor and review progress to inform future planning and maintain accurate and detailed pupil records.
9. To provide written reports for annual reviews, and other times as necessary, gathering together other professionals' views; being the lead professional as required in annual reviews or other necessary meetings.
10. To work within specific time frames for the completion of statutory paperwork, including annual reviews.
11. To establish and maintain partnership working with other professionals, services and parents/carers, including effective communication with the SEND team and admin support
12. To support the Headteacher in reviewing data on pupil progress and achievement, to evaluate the effectiveness of the provision and guide further development.
13. To support and deputise for the leadership team as appropriate.
14. To keep up-to-date with current research on SEN, and disseminate as appropriate.

Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

Key Organisational Objectives

The Post holder will contribute to the school's objectives in service delivery by:

1. Acting in compliance with data protection principles in respecting the privacy of personal information held by the School.
2. Performing their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Safeguarding and Child Protection Policy and all other Trust Policies.
3. Complying with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.
4. Contributing to and support the overall aims and ethos of the Trust
5. Committing and contributing to improving standards for pupils as appropriate
6. Contributing to the maintenance of a caring and stimulating environment for pupils

Conditions of Service

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the Trust Directors.

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Special Conditions of Service

The Post holder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc.), with due notice.

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Christ the King Catholic School is committed to safeguarding and promoting the welfare of children and equal opportunities in employment and expects all staff and volunteers to share this commitment. All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies.

The duties may be varied to meet changed circumstances in a manner compatible with the post held. These duties are reviewed regularly to reflect changes in roles or the national terms and conditions of service.

This job description is subject to regular review which can be initiated by either the post holder or the Headteacher and which in any case will be reviewed annually.