

JOB DESCRIPTION

Specialist Teacher for Complex Communication Needs (CCN) Resource Provision at Gillingham Primary School

The postholder is accountable to the Headteacher and SENCo.

The postholder will be supported by the Headteacher, SENCo and Local Authority Specialist Services.

The postholder must be a qualified teacher and is expected to carry out all duties as specified in the School Teachers Pay and Conditions Document (STPCD). Their performance should be in line with that expected in the National Standards for Teachers.

Main purpose of the role

To manage and develop the specialist resource provision for pupils with CCN, ensuring their needs are being well met – both within the provision and through the integration of these pupils into the wider school.

Teaching and Learning Duties

- Manage the provision of highly effective learning by planning and delivering lessons for individuals and groups of children, across the primary age range.
- Work in partnership with other agencies (OT, SALT, EP, Specialist Teacher) to develop learning plans that meet the needs of individual pupils.
- Ensure that all children attending the provision receive a broad and balanced curriculum.
- Develop support strategies for pupils in the provision, especially with regard to their social communication and emotional regulation.
- Ensure that record keeping is meticulous, including (but not limited to) individual plans and reports.
- Ensure that a robust assessment system, for all pupils in the provision, informs individual plans and appropriate targets.
- Provide written reports for pupils' annual review and at other times when requested.
- Attend annual review meetings.
- Liaise regularly with parents and carers to update them on the progress, needs and development of their child.
- Carry out detailed observations, such as those used in the SCERTS approach.
- Develop and create resource materials for pupils and identify further resource needs.

Leadership and Management Duties

- Ensure the health and safety of all pupils at all times.
- Work collaboratively with all staff to provide training, advice and guidance as required.
- Direct and monitor the work of support staff within the provision.
- Promote a whole school ethos, encouraging everyone to view and include the children within the provision as part of the whole school.
- Work collaboratively with a broad range of professionals, parents and other agencies to ensure that the school and its pupils have access to all opportunities available to them.
- Identify (and request or organise) continuing professional development needs for yourself and your team of support staff.
- Support Senior Leaders with the selection of new staff.
- Support the Headteacher and SENCo in responding to consultations for new admissions.
- Arrange structured transition for new pupils.
- Work with Senior Leaders to ensure that the ongoing development of the provision is incorporated in the School Improvement Plan.
- Welcome prospective families to the provision, providing all the information they may require.
- Attend quality assurance meetings, led by the Local Authority, providing required information as requested.
- Support effective transition from the provision into a new school/phase of education.
- Be aware of, and act in accordance with, all school policies and most especially the Safeguarding and Child Protection policy.

Other responsibilities

- Make a full contribution to the life of the school, including attendance at staff meetings and parents' evenings.
- Undertake further training consistent with developing own knowledge and understanding of CCN.
- Provide the Headteacher, SENCo and Governing Board with relevant performance information.