**JOB DESCRIPTION** 

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| **POST TITLE** | Specialist Teacher - Lead for Complex Communication Needs Specialist Resourced Provision |
| **SALARY SCALE** | MPS/UPS plus SEN allowance |

**STATUS OF THE POST**

The post holder is accountable to the Headteacher and will be supported by Headteacher, SENCO and LA Specialist Services.

**MAIN PURPOSE OF ROLE**

* Take responsibility and accountability for the day to day management and organisation of the provision.
* Ensure that the needs of pupils with CCN/ASC are met.
* Proactively support the ethos of the school alongside the leadership team by maintaining professional conduct (e.g. engaging in meetings, meeting deadline, responding to pressure in a productive manner).
* Establish and maintain good relationships through sound communication and consultation with the whole school community, families and specialist agencies.
* Enable inclusion in the mainstream classroom for pupils

**MAIN DUTIES AND RESPONSIBILITIES**

* Teach pupils with CCN/ASC individually and in groups within the provision as well as within mainstream classrooms.
* Carry out detailed observations alongside, such as those used in the SCERTS approach, occupational therapy (OT) and Speech and Language Therapy (SALT) professionals.
* Work in partnership with other agencies (including OT, SALT, SENSS) to develop learning plans that meet the needs of the individual pupils.
* Work in partnership with class teachers to ensure the pupils are effectively included in mainstream activities as appropriate for each individual.
* Develop and create resource materials to meet the needs of the pupils and oversee the ordering of resources if required.
* Ensure that a robust assessment system, for all pupils, leads to personal educational programmes and appropriate improvement targets.
* Keep detailed and concise records of pupil’s progress and analyse data to inform future planning.
* Coordinate pupil’s annual reviews
* Lead annual reviews and request interim reviews when required.
* Make a full contribution to the life of the school, including attendance at staff meetings and parents’ evenings.
* Welcome prospective families and pupils and provide information about teaching and the curriculum.
* Establish and maintain positive relationships with parents ensuring they are informed and supported.
* Attend panel meetings, led by LA, in order to place pupils that meet the CCN criteria.
* Attend quality assurance meetings, led by the commissioners, providing the required information with relation to meeting the outcomes as set out in the Service Level Agreement.
* Manage effective transition to and from the provision working in partnership with early years’ providers and schools.
* Undertake training consistent with developing knowledge and understanding of CCN/ASC.
* Be aware of, and act in accordance with, the school policy on safeguarding and child protection.

**LEADING, DEVELOPING AND ENHANCING THE PRACTICE OF OTHERS**

* Lead and monitor the work of support staff, within the base.
* Support and guide the wider school community to enable pupils to experience successful when appropriate for the individual.
* Assist/provide in-service training when appropriate.
* Develop and share practice of working with pupils with CCN/ASC
* Support and disseminate the most effective teaching approaches to support pupils with CCN/ASC.
* Liaise with the whole team, evaluate and identify training needs and respond to these needs by delivering training in-house or coordinating other professionals to deliver.
* Attend LA meetings and network meetings to keep up to date with recent developments in order to disseminate to senior leadership and wider school staff.
* Organise resources to ensure that staff are aware of the availability, location and their correct usage.

**OTHER SCHOOL IMPROVEMENT PLAN RESPONSIBILITIES**

* To analyse and interpret school data and support leadership team in setting whole school targets.
* Provide the Headteacher with relevant subject, curriculum area or pupils performance information.