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## **Job title:** Teacher andAssistant SENDCo with responsibility for Trematon Area Resource Base at Saltash Community School

## **Grade:** MPS/UPS + SEN point 1

## **Responsible to:** SENDCo

## **Direct supervisory responsibility:** Students, Senior LSAs

## **Indirect supervisory responsibility:** None

## **Important Functional Relationships:** Students, teachers, support staff, parents/carers

**Main purpose of the job**

To support the SENDCo by assuming EHCP responsibility for students registered at Trematon Area Resource Base. Duties include teaching, undertaking annual EHCP reviews, communicating effectively with parents, attending parent/carer evenings, and supporting teachers and LSAs with the implementation of effective inclusion strategies within the ARB.

**Duties and responsibilities: teaching**

* Deliver a curriculum that is ambitious and designed to give students with SEND the knowledge and cultural capital they need to succeed in life
* Plan and sequence your teaching towards cumulatively sufficient knowledge and skills for future learning and employment
* Have, and continue to develop, good knowledge of the subjects and courses you teach, taking advantage of CPD opportunities
* Present subject matter clearly, promoting appropriate discussion about the subject matter being taught
* Check pupils’ understanding systematically; identify misconceptions accurately and providing clear, direct feedback; responding and adapting your teaching as necessary
* Plan your teaching to help pupils to remember long term the content they have been taught and to integrate new knowledge into larger ideas
* Use assessment well to help pupils embed and use knowledge fluently, or to check understanding and inform teaching
* Create an environment that focuses on pupils, ensuring they produce good quality work
* Match the work given to pupils to their needs
* Ensure your own speaking, listening, writing and reading of English support pupils in developing their language and vocabulary well
* Have high expectations of pupils’ behavior and conduct, applying the school policy consistently and fairly so that routines are embedded and low level disruption is not tolerated
* Embed strategies in your teaching that help students develop positive attitudes to their education, studying effectively, showing resilience and pride in their achievements
* Develop positive, respectful relationships with students
* Support the students’ personal development by enhancing their spiritual, moral, social and cultural development
* Support students to become confident, resilient, independent and with strong character
* Promote healthy eating, an active lifestyle and other wellbeing initiatives
* Nurture and develop students’ talents and interests
* Help prepare students for life in modern Britain effectively, developing their understanding of the fundamental British values of democracy, the rule of law, individual liberty, tolerance and respect
* Promote equality of opportunity and diversity effectively so that students understand, appreciate and respect difference in the world and its people, celebrating the things we share in common across cultural, religious, ethnic and socio-economic communities
* Enable students to engage with views, beliefs and opinions that are different from their own in considered ways, including showing respect for the different protected characteristics
* Support our careers education strategy
* Always act in the best interests to safeguard our students
* Engage effectively with parents and other members of the community
* Fulfil the professional standards expected of all teachers

**Duties and responsibilities: assistant SENDCo for ARB**

* Assume responsibility for ensuring the requirements of the ARB outlined in the EHCPs of all students are met
* Conduct EHCP Annual Reviews
* Represent the ARB at EHCP
* Proactively communicate and engage with parents about their child’s progress