

JOB DESCRIPTION

School: EP Collier Primary School	Department/Division: Education & Community Services
Post Reference No:	Location:
Job Title: Teacher in Charge of Speech and Language Resource	Grade/Salary Range: MPS / UPS plus SEN allowance depending on qualifications and experience

JOB PURPOSE

- The internal organisation, management and control of the Resource
- The high quality specialist teaching of the Resource pupils in order to address their developmental language delay to close gaps and prepare them for a return to the mainstream
- The deployment of all staff associated with the Resource including a support assistant and speech and language therapists to ensure the best possible outcomes for the pupils and the most efficient use of the resources
- To provide professional guidance in the area of speech and language difficulties in order to support the high quality teaching of the Resource pupils when they are integrated into their mainstream classes
- To liaise with the mainstream class teachers to ensure continuity of high quality teaching between the Resource and mainstream classes and to ensure that the Resource pupils receive an appropriate curriculum
- To ensure that all of the Resource pupils' SEN paperwork is appropriately completed and followed through in terms of the SEN Code of Practice suggested procedures including annual review procedures, record keeping and progress reports
- To effectively manage the annual Resource budget to ensure the availability of appropriate resources and equipment
- To assess the success of, and revise where necessary, the teaching and learning of the Resource pupils through the analysis of data
- To work effectively with the LA, outside agencies and other support services who may be involved with the Resource pupils or their families.
- To lead and coordinate meetings with parents / carers and professionals from outside agencies
- To continue to develop links with other Reading schools to ensure the smooth transition of pupils into and out of the Resource
- To provide outreach support, where appropriate, to other primary schools including taking pupils into the Resource on assessment placements

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Duties and Conditions:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. This is a full-time post. This job description may be modified by the Headteacher, with the postholder's agreement, to reflect or anticipate changes in the job.

Responsible to: the Headteacher

Responsible for: the line management of the Resource support assistant

MAIN DUTIES AND RESPONSIBILITIES

The Day to Day Management of a 12 Place Speech and Language Resource

- To contribute effectively to the development of a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum and which contributes to pupils' spiritual, moral, cultural, mental and physical development
- To support staff in understanding the learning needs of pupils with speech and Language difficulties and the importance of raising their achievement
- To contribute to the school's raising attainment plan
- To ensure that the objectives of the Resource reflect the school development plan, that effective systems are in place to identify and meet needs and that they are co-ordinated, monitored, evaluated and reviewed

- To monitor the progress made in setting objectives and targets for the Resource pupils
- To assist in the evaluation of the effectiveness of teaching and learning of the Resource pupils and use this analysis to guide further improvement
- To liaise with and coordinate the contribution of external agencies
- To analyse and interpret relevant national, local and school data plus research and inspection evidence to inform Resource policy, practice, expectations, targets and teaching methods
- To lead Resource pupils' annual reviews and ensure that paperwork is prepared in a timely manner for annual, and where relevant, interim reviews

Teaching and Learning

- To support the identification of and disseminate the most effective teaching approaches for pupils with developmental language delay
- To support the identification of barriers to learning for and disseminate effective teaching approaches to support Resource pupils
- To collect and interpret specialist assessment data gathered on Resource pupils and use it to inform practice
- To work with pupils and mainstream class teachers to ensure that high but realistic expectations of achievement are set for the Resource pupils
- To liaise with the Headteacher to monitor the effective use of resources, appropriate teaching and learning activities and target setting to meet the needs of the Resource pupils
- To develop systems for monitoring and recording progress made by the Resource pupils towards the achievement of targets set
- To support the development of improvements in English and Mathematics of the Resource pupils as well as access to the wider curriculum
- To maintain effective partnerships between parents and the school's staff so as to promote Resource pupils' learning and provide information to parents about targets, achievements and progress
- To pass relevant information and new initiatives onto relevant staff through coaching/mentoring and staff training

Efficient and effective deployment of resources

- To establish staff and resource requirements to meet the needs of the Resource pupils and allocate resources made available with maximum efficiency to meet the objectives of the school
- To maintain existing resources and explore opportunities to develop or incorporate new resources
- To manage the budget for the Resource

Leading and managing staff

- To help staff to achieve constructive working relationships with all Resource pupils
- To encourage all members of staff to recognise and fulfil their statutory responsibilities to the Resource pupils
- To provide regular information to the Headteacher about the evaluation of the effectiveness of provision for Resource pupils to inform decision-making and policy review
- To advise and contribute to the professional development of staff to increase their effectiveness in responding to Resource pupils, including the passing on of relevant information and new initiatives

General

- To evaluate and seek to improve own practice
- Read and implement all school policies
- Be aware of the school's Confidentiality Policy
- Performance Manage relevant staff
- Staff have a responsibility to Safeguard and promote the welfare of pupils and must demonstrate a commitment to inter-agency working

What level of DBS check is required for this post? ~~NONE~~/STANDARD/ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? ~~YES~~/NO

Does the post require a Protection of Pupils Act (POCA) check? ~~YES~~/NO

What other security/safer recruitment clearances are required for this post (excluding standard identity/work permit/education qualification checks)? - Please specify Childcare Disqualification Declaration

Is this post 'politically restricted'? ~~YES~~/NO

You have a duty to be aware of your financial responsibilities as outlined within the Financial Procedures Manual

What Level H&S Responsibilities are applicable to this post? ~~LEVEL 1~~/LEVEL 2/~~LEVEL 3~~

Signed:

Date: