

## **Job Description**

# **Teacher of SEND Provision**

<b>Responsible to:</b>	SENCO/Headteacher
<b>Salary Grade:</b>	Teachers Main/Upper Pay Scale (+ SEN Allowance subject to experience and/or qualifications)
<b>Full time/Part time:</b>	Full time

### **Job Purpose**

To develop, maintain and implement a bespoke provision for pupils being educated in an alternative provision, providing learning experiences which give students the opportunity to achieve their potential and contributing to raising standards of student attainment.

### **Safeguarding**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

### **Key Responsibilities**

- Monitor and support the overall progress and development of students in the alternative provision.
- Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- Facilitate, monitor and support the effective re-integration of students into school and to provide appropriate advice to teaching staff.
- Oversee the effective daily running of the SEND Provision.
- Ensure that the curriculum provides a range of learning opportunities appropriate to meet the needs of pupils within Alternative Provision.
- Play a key role in delivering an alternative curriculum.
- Deliver a range of sessions to support learning of a core curriculum.
- Assist in the process of alternative provision curriculum development and change so as to ensure continued relevance to the needs of students.
- Create, implement and review individual learning plans that improve focus for students allowing them to reach high aspirations and next step goals.
- Effectively communicate and liaise with designated staff in order to develop progress and manage behaviour accordingly to prevent exclusion.
- Prepare and present informative reports to all relevant stakeholders.
- Encourage and facilitate students' progress towards successfully reaching academic, personal, conduct and behaviour targets.

- Mentor students to enable them to develop resilience, a sense of responsibility and empathy for others.
- Monitor engagement levels of students to ensure appropriate interventions are in place.
- Assess, record, monitor and report on pupil achievement in liaison with phase leaders/subject specialists.
- Liaise with the Senior Leadership Team, Heads of Year and tutors, SENCo and other relevant staff regarding students who attend Internal Alternative Provision.
- Liaise closely with all stakeholders to ensure progress of students and in order to support and create engagement.
- Remain up to date with innovative interventions and personalised provision developments for students.
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, data protection and information sharing.
- Attend and participate in school meetings as required.
- Be supportive of and contribute to the ethos and values of the school.
- Understanding of difficulties that pupils may face and ability to build trusting relationships.

### **General**

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**