

JOB DESCRIPTION

Post: Assistant SENDCo / Teacher (**QTS required**)

Pay Scale: As per teachers' pay and conditions

Responsible to: SENDCo

Job Purpose

To assist in the promotion, direction and oversight of high standards of teaching and learning, student achievement and progression through effective inclusion for students with special educational needs in conjunction with the SENDCo.

This is a part-time role in conjunction with a teaching timetable.

Duties and Responsibilities

- Organise learning support
- Manage interventions for specific students
- Monitor outcomes of interventions
- Liaise with external agencies
- Ensure provision as required through EHCPlans
- Organise Annual and Emergency person-centred reviews
- Liaise with other relevant members of the team
- Provide training to staff when required
- Assist in the admission of appropriate students into the Academy
- Manage teaching commitments alongside additional duties and responsibilities

Strategic direction and development:

1. Support the vision, ethos and policies of the School which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all students irrespective of background, ethnicity, gender or disability.
2. Help implement a strategic plan which identifies targets and priorities for ensuring students specific needs are met.
3. Support the evaluation of the effectiveness of the programmes being delivered and analyse their impact on students' progress and development.
4. Ensure the effective and proficient use of student data from a variety of sources, both internal and external, to track progress.
5. Raise standards of individual student achievement and ensure that good attainment is achieved.
6. Ensure that parents are well informed about the individual students' targets, progress and achievement.
7. Develop and maintain good relationships with parents, outside agencies and other stakeholders.

Teaching and learning

1. To plan and prepare lessons, teach students as assigned, including the setting and marking of work.
2. To teach consistently high quality lessons as highlighted in the Teaching Standards.
3. To assess, record and report on the progress and attainment of students with SEN.
4. To monitor and learning and teaching and academic progress of students with SEN and lead appropriate intervention where required.
5. To apply specialist methods of teaching and to participate in arrangements for further training.
6. To effectively identify deployment of SEND teachers and ensure the effective/efficient deployment of classroom support.
7. To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
8. To contribute towards reviewing, developing and refining schemes of work for departments taught in to extend and improve current resources.
9. Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in general, and in the curriculum areas taught in.
10. To prepare students for public examinations and to participate in all necessary routines associated with them, whether authorised by the school or the examination boards.

Recording and assessment

1. Identify appropriate targets for supporting the progress and development of students with special educational needs;
2. Collect and interpret specialist assessment data;
3. Make use of and adapt the schools systems for identifying, assessing and reviewing special educational needs;
4. Update the SENDCo on the effectiveness of provision for students with special educational needs;
5. Develop understanding of learning needs and the importance of raising achievement among students;
6. Attend consultation evenings and keep parents informed about their child's progress.

Supporting others

1. Encourage all members of staff to recognise and fulfil their statutory responsibilities to students with special educational needs;
2. Provide training opportunities for learning support assistants and other teachers to learn about special educational needs;
3. Disseminate good practice in special educational needs across the School;
4. Identify resources needed to meet the needs of students with special educational needs and advise the SENDCo.

Pastoral Care

1. To communicate and consult with parents of students and with other appropriate persons and bodies outside the school, as appropriate.
2. To participate in meetings arranged for any of the purposes described, within the school's directed time schedule.
3. To promote the general progress and well-being of individual SEND students.
4. To identify and celebrate SEND student attainment and achievement in all aspects of school life.
5. To monitor Home Learning, ensuring that it contributes to SEND student achievement.
6. To attend parent/carer evenings, information evenings and other events which the parents / carers of SEND students are attending.

Other Duties and Responsibilities:

Undertake any other reasonable professional task as directed by the Head of Campus.

Working Time

This is a part-time role in conjunction with a teaching timetable. Full QTS is required for this role.

Main Duties and Responsibilities - Other

To carry out duties in accordance with the Academy's values, mission and vision.

Attend INSET, appropriate training and relevant meetings as required and participate in the school's staff performance.

Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Academy in health and safety matters.

Chiltern Way Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: *This Job Description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Line Manger, without changing their general character or the level of responsibility entailed.*

Signature Line Manager:

Signature Job Holder:.....

Date:.....