



Winterhill School
Other People Matter

Job Description

Job title	Access and SEN Curriculum Leader
Reports to	SENDCo and Senior Leadership Team line manager
Accountable for	<p>The post-holder will contribute to the strategic development of the Trust's Special Educational Needs and Disability (SEND) provision and have oversight of the day-to-day operation of provision, with the aim of raising SEND student achievement.</p> <p>The post-holder will provide teaching and learning interventions for students requiring additional specific learning programmes and resource differentiation (as identified by the SENDCo and SEND team).</p> <p>The post-holder is required to meet the expectations of the Teachers' Standards.</p>
Grade	MPR/UPR with a TLR 2B
Key functional relationships	<p>Senior Leadership Team</p> <p>SENDCo and SEND team</p> <p>Teaching and support staff</p> <p>Students</p> <p>Parents/carers</p> <p>External agencies, organisations and provisions</p>

1. PURPOSE

1.1 Purpose of Job Description

- This job description should be read in conjunction with current School Teachers' Pay and Conditions. This job description outlines, within the terms and conditions of employment, the range of duties attached to the post-holder. It is not a comprehensive definition of duties.

- The performance of all duties and responsibilities within this job description will be under the reasonable direction of the Headteacher and other senior leaders as appropriate. It will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.
- This job description may be reviewed annually and it may be amended at any time during the year following consultation with the post-holder.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1 Leading and Managing

- Line management and quality assurance of KS3 and KS4 specialist provisions within the Trust.
- Lead on whole-school Cognition and Learning interventions.
- Support the identification of and disseminate the most effective teaching approaches for individual students with SEN.
- Put provision in place to ensure that progress of students with SEND improves relative to those without SEND.
- In conjunction with the SENDCo, ensure that the Trust carries out its statutory responsibilities regarding all students with an Educational Health Care Plan and requirements of Annual Reviews.
- Ensure that SEND records are kept securely and updated regularly.
- To support all staff and curriculum leaders in understanding the needs of SEND students, how to make referrals and what responsibilities they have in terms of providing suitable provision.
- Monitor progress towards targets for students with SEND and adapt to the changing needs of students.
- Analyse and interpret relevant Trust, local and national data.
- To liaise with staff, parents, external agencies and other schools to co-ordinate their contribution.
- Lead on the appraisal process for allocated SEND teachers and Inclusion Support Workers (ISWs).
- Advise on and contribute to the professional development of staff to secure good teaching for SEND students, including through whole school INSET provision.
- Contribute to department development plans, reviews and action plans.

- In conjunction with the SENDCo, effectively deploy staff and utilise resources with maximum efficiency.

2.2 Teaching, Learning and Assessment

- To undertake a designated programme of teaching for identified SEND students across all key stages.
- To support students with physical, emotional, behavioural, or learning difficulties and enable their access to the secondary curriculum, including involvement in out of hours' activities and their personal development.
- To develop plans of action, schemes of work and materials to support students' progress within the curriculum.
- To provide detailed SEN reports and review individual learning plans and provision maps for students as required.
- To lead, monitor and evaluate the assessment and feedback to students in line with Trust and department policy; ensuring that there is an effective recording and reporting system of student progress.
- Making sure that innovative and appropriate approaches to learning are made available to students with specific learning needs.
- Evaluating the design and delivery of the curriculum initiatives for SEN; continuously striving to improve all aspects.
- Monitoring of ICT resources to influence and improve learning for students.
- Ensuring a high quality learning environment within the SEND area.

2.3 Other Professional Expectations

- To uphold the Trust's ethos and expectations of professional standards as exemplified in the Staff Code of Conduct and Teachers' Standards and by complying with the requirements of all school and Trust policies.

2.4 Key Organisational Objectives

The post-holder will contribute to the School's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- Operating at all times within the School's Equal Opportunities framework.
- Commitment and contribution to improving standards for students as appropriate.

- Acknowledging customer care and quality initiatives.
- Help to implement quality assurance procedures.
- Participate in the School's self-evaluation and review cycle.
- Implement modifications and improvement where required.

3. COMMUNICATIONS

- Communicate effectively and respectfully with all stakeholders as appropriate and as required.
- Communicate with external agencies, as required.
- Adhere to agreed policies for communications within the School.
- Contact with students and their parents/carers, other employees at the School, must be in accordance with School policies and procedures. Liaise with professionals under the supervision/guidance of the Headteacher and/or Strategic Leaders, as appropriate.

4. EXPECTATIONS OF ALL STAFF (TEACHING AND SUPPORT)

- Support the Headteacher and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success for all the students.
- Carry out all duties and responsibilities in accordance with the School's mission statement, policies and procedures, current practice and your duty of care for the students' well-being and safety. Do not do anything to bring the name or ethos of the School into disrepute.
- Work flexibly as a member of a team and undertake such other duties as may be required within the scope of this post.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Deal with enquiries efficiently, efficiently and sensitively.
- Ensure absolute confidentiality in all matters relating to the students, staff and School business, without exception.
- Be aware of and comply with policies and procedures relating to child protection, Health and Safety, security and confidentiality. Report concerns to your line manager, Headteacher, a member of the Senior Leadership Team, Chief Executive Officer, Local Governors, or Trustees.
- Attend and participate in relevant meetings, training, performance development and other activities as required.

5. GENERAL

5.1 Special Conditions of Services

- Governed by the National Agreement on School Teachers' Pay and Conditions, supplemented by local conditions as agreed by the senior leaders.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. Furthermore, applicants are required to inform the School of any such convictions throughout their period of employment.
- Applicants should note that the School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.
- The post-holder will be subject to ongoing Enhanced DBS checks – on a three-year cycle with effect from the first date of employment.

5.2 Other Duties

- The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post-holder.

5.3 Equal Opportunities

- The post-holder is required to carry out the duties in accordance with the School's Equal Opportunities policy.

5.4 Health and Safety

- The post holder will ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

5.5 Safeguarding

- All staff have a responsibility to safeguard and promote the welfare of students and young people within the School.

5.6 Job Description

- This job description is based on the relevant School Teachers' Pay and Conditions Document (STPCD). It should not be viewed as comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from those in a position of responsibility, to undertake work of a similar level that is not specified in this job description.
- This job description is current at the date shown. In consultation with the post holder, the job description may be changed by the Headteacher to reflect and/or anticipate changes in the job commensurate with the role.

I am in agreement with this job description:

Job description agreed by:
(Post-holder)

(Print name)

(Sign)

(Date)

Job description agreed by:
(Headteacher)

(Print name)

(Sign)

(Date)