

CHENEY SCHOOL - JOB DESCRIPTION

Job Title	SEND Specialist Tutor	Department	Learning Support Department
Reporting to	SENCO/Director of Inclusion	Hours per week	37
Scale	8	Hours of Work:	08:00 – 4:00 (Term time + 5 days)

Purpose of the job:

To plan, prepare, deliver, evaluate and feedback (to SEN staff) learning activities to targeted individuals/small groups or short term for whole classes.

To monitor and assess pupil progress, by recording and reporting on their achievement.

Key tasks:

1. Contribute to assessing the physical, emotional, social and learning needs of students with Special Educational Needs and Disabilities and use specialist knowledge, skills and experience to support their learning.
2. To work closely with Heads of Faculty, the SENCo and Assistant SENCo, and teachers across the school to develop programmes of individualised and small group support for students with Special Educational Needs and Disabilities who require additional support to allow them to achieve expected progress.
3. To support students with Special Educational Needs and Disabilities during internal and external exams and assessments.
4. To promote the inclusion and acceptance of all students within the classroom.
5. To promote the independence and self-reliance of young people with physical disabilities.
6. To provide regular feedback on progress to students' families, teachers and tutors, and the Learning Support Department.
7. To be aware of difficulties the student may be having in the classroom and to offer advice about a student to teachers as necessary to ensure that academic progress is being made.
8. To track students and produce reports as and when required.
9. You may have to manage a small group of teaching assistants.

General

1. To participate in the school's staff development/appraisal process.
2. To be familiar with, and to adhere to, relevant parts of the school's Health & Safety policy.
3. To undertake such other duties as may be required from time to time.