

GREENWICH COUNCIL

JOB DESCRIPTION

DEPARTMENT: EDUCATION

SECTION: MOATBRIDGE SEMH SECONDARY SCHOOL

POST DESIGNATIONS: Special Educational Needs Coordinator

RESPONSIBLE TO: HEADTEACHER

Purpose of Job

To work with pupils with Social, Emotional and Mental Health issues at Moatbridge School.

To support the Headteacher and Governors in developing Moatbridge as a centre of excellence.

To take responsibility for SEND at Moatbridge.

To carry out the duties of a school teacher as set out in the Schoolteacher's Pay and Conditions Document.

Main duties

1. To observe, assess and support secondary aged pupils referred to Moatbridge from mainstream primary & secondary schools and also Waterside SEMH Primary, and to devise strategies and behaviour targets based on schools' reports and observations.
2. To liaise with school leaders and class teachers regarding all individual pupils with SEN.
3. To maintain appropriate records of all supported pupils with details of their progress and attainment of set targets and to regularly communicate with parents/carers, school staff and any other involved agencies.

4. To set targets for raising achievement among pupils with SEN. Supervise and direct the work of the Teaching Assistants, as appropriate.
5. To contribute to the Statutory Assessment process by helping schools write IEPs (or IBPs) and devising specific programmes for individual pupils, by reporting, writing and by attending case conferences, when required.
6. To be prepared to offer advice to parents and carers and to work with them to support their child.
7. To be prepared to undertake further training and increase skills in the areas of behaviour management and curriculum development.
8. To accept and work to the Borough Equal Opportunities Policy and Moatbridge's Behaviour Policy.