



Job Description King's Academy Binfield and King's Academy Oakwood

Post Title:	Teacher of SEND
Purpose:	<p>The specialist teacher of SEND, under the direction of the Assistant Principal; Inclusion will:</p> <ul style="list-style-type: none">• Plan and teach specialist interventions and mainstream lessons targeted at our SEND learners across all phases of the school;• Assist with the day-to-day operation of the SEND policy and coordination of specific provision to support individual pupils with SEND;• Provide professional guidance to colleagues, working closely with staff, parents and other agencies• Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.• Contribute to raising standards of student attainment.• Share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.• If you are a teacher who has successfully passed through Threshold, you must demonstrate that you are an effective professional who can demonstrate this thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well. In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:<ol style="list-style-type: none">1. Inspire trust and confidence in students and colleagues2. Build team commitment with colleagues and in the classroom Engage and motivate students3. Demonstrate analytical thinking. Improve the quality of students' learning. Contribute to the school improvement / development planning and promote the learning priorities of the AIP4. Contribute to the development and / or implementation of Academy policies5. Use the performance management process to advance student learning and enhance professional practice in line with the Academy's aspirations and priorities6. Have lead responsibility for a subject or aspect of the Academy's work and develop plans which identify clear targets and success criteria for its development and / or maintenance7. Promote the wider aspirations and values of the Academy
Reporting to:	Assistant Principal; Inclusion
Responsible for:	The provision of a full learning experience and support for students with SEND

Liaising with:	Senior Leadership Team, teaching/support staff; external agencies and parents.
Working Time:	195 days per year.
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> • Plan and teach specialist interventions and mainstream lessons targeted at our SEND learners across all phases of the school; • Assist with the day-to-day operation of the SEND policy and coordination of specific provision to support individual pupils with SEND; • Provide professional guidance to colleagues, working closely with staff, parents and other agencies • If you are a teacher who has successfully passed through Threshold, you will Tutor/coach Pre-Threshold Classroom Teachers as directed by your Line Manager/SLT. • To plan and prepare courses and lessons. • To contribute to the whole Academy's planning activities.
Core Duties:	<ul style="list-style-type: none"> • Maintain an accurate SEND register • Identify students' SEND; • Create provision maps of interventions and support being delivered • Provide guidance to colleagues on teaching students with SEN or a disability, and advise on the graduated approach to SEN support • Be aware of the provision in the local offer • Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies • Be a key point of contact for external agencies, especially the local authority • Analyse assessment data for students with SEN or a disability • Implement and lead intervention groups for students with SEND, and evaluate their effectiveness • Secure relevant services for the student • Ensure records are maintained and kept up to date • Support the Assistant Principal; Inclusion with reviewing the education, health and care plan with parents or carers and the students • Communicate regularly with parents or carers • Ensure that if the student transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the student • Promote the student's inclusion in the academy community and access to the curriculum, facilities and extra-curricular activities • Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

Curriculum Development:	<ul style="list-style-type: none"> To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's Mission and Strategic Objectives.
Staffing	
Staff Development:	<ul style="list-style-type: none"> To take part in the Academy's staff development programme by participating in arrangements for further training and professional development and by taking a lead role in CPD Sessions.
Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> To continue personal development in the relevant areas including subject knowledge and teaching methods. Line Manage some LSAs; working with the Assistant Principal; Inclusion to ensure they are deployed effectively. To engage actively in the Performance Management Review process. To ensure the effective/efficient deployment of classroom support To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
Quality Assurance:	<ul style="list-style-type: none"> To help to implement Academy quality procedures and to adhere to those. To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. To review from time to time methods of teaching and programmes of work. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
Management Information:	<ul style="list-style-type: none"> To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. To complete the relevant documentation to assist in the tracking of students. To track student progress and use information to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> To communicate effectively with the parents of students as appropriate. Where appropriate, to communicate and cooperate with persons or bodies outside the Academy. To follow agreed policies for communications in the Academy.
Marketing and Liaison:	<ul style="list-style-type: none"> To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools. To contribute to the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> To contribute to the process of the ordering and allocation of equipment and materials. To assist the Assistant Principal; Inclusion and Head of Primary to identify resource needs and to contribute to the efficient/effective use of physical resources. To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students.

Pastoral System:	<ul style="list-style-type: none"> • To promote the general progress and well-being of individual students • To liaise with the Assistant Principal; Inclusion and the Head of Primary to ensure the implementation of the Academy's Pastoral System. • Where required, to register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
	<ul style="list-style-type: none"> • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of Action/Improvement Plans and progress files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff • To contribute to PSHCE and citizenship and enterprise according to Academy policy • To apply the behaviour management systems so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> • To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in Academy and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, Numeracy and academy subject specialism(s) are reflected in the teaching/learning experience of students. • To undertake a designated programme of teaching • To ensure a high quality learning experience for students which meets internal and external quality standards. • To prepare and update teaching materials. • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, departmental and Academy procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.
Other Specific Duties:	<p>To positively engage in the performance review process and in your own professional development including induction and in-service training opportunities and appraisal. To attend and participate in staff and departmental meetings as appropriate. To make your own contribution to the community life of the Academy.</p>

Adhere to all Academy policies.

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 a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the Academy.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

King's Academy Binfield and King's Academy Oakwood are committed to equality of opportunity. We positively welcome applications from all sections of the community.

King's Academy Binfield and King's Academy Oakwood are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this Academy.

DATE: January 2020