

This Job Description is supplementary to the Trinitas Teacher Job Description and represents an additional area of responsibility

Job Title:	SEND Teacher
School:	Trinity C of E School
Allowance:	SEN 1

In addition to carrying out the duties of a Class Teacher

Main Purpose of the Job:

To raise standards at the school through the delivery of high quality interventions for specific pupils in the Refocus Centre

Major Duties & Responsibilities:

Key Responsibilities

- To adapt Teaching and learning in order to enable pupils with a range of complex needs to access the curriculum.
- To be able to use a range of recognised teaching and learning strategies to deliver Quality First Teaching and Learning.
- To share best practice and teaching strategies that work well for the pupils.
- To work collaboratively with the TAs in the Refocus Centre to enable all pupils to access the curriculum.
- Apply recommendations from other internal and external professionals to teaching practice for identified student(s).
- Be secure in the 'graduated approach' of support.
- Keeping records to demonstrate progress and engagement.
- Reporting progress and engagement in advance of Annual and In-Year Reviews for EHCP pupils.
- Support information gathering when a request for statutory assessment for an EHCP is initiated.
- Attend meetings with external professionals and/or parents. These will be in person or virtually when appropriate.
- Attend Inclusion Triage Team meetings when appropriate.
- To build positive relationships with parents and carers.
- To plan and take part in family learning activities.
- To create evidence of impact of progress in order to report to SLT, Governors/Outside Agencies.
- To support transition between KS2/3 by attending and teaching in primary schools during Term 6 to support pupils with SEND.
- As directed by the Assistant Principal (Inclusion) lead on the writing and preparation of some EHCP applications and for coordination of the EHCP process, including supporting SENCo in all Annual Reviews for EHCP pupils, as well as leading on the Annual Review process for identified pupils, perhaps those whom you have worked closely with.
- To create two case studies annually to evidence the impact of the SEND offer.

Additional Duties

- To comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- To develop constructive relationships and liaison between managers/teaching staff and support staff and lead by example.
- To develop positive relationships and communicate with other agencies/professionals working within and outside the Academy community.
- To work flexibly to promote extra-curricular activities and out of hours learning which enhance learning opportunities.
- To engage in relevant continuous professional development opportunities and performance management arrangements.
- To assist in the preparation and review of School Policy documents.

Last Updated By:

HR

Date:

Nov 23