



LAURUS

TRUST

Job Description & Person Specification

SEND Teacher (Secondary)



Job Title : SEND Teacher
Scale : Teachers Pay Scale

Job Purpose

- To facilitate learning which enables students with SEND to achieve high standards and make excellent progress.
 - To plan and deliver small group intervention and targeted intervention to ensure success in mainstream lessons.
 - To share and support the corporate responsibility for the well-being, education and discipline of all students.
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Reporting Arrangements

Reports to : SENCo and Trust Directors of SEND
Accountable for : N/A

Main Responsibilities

- Assist the SENCO in making educational provision for students with SEND through delivering high quality interventions.
- Plan and deliver small group and one to one intervention programmes to students across a range of needs, including literacy, numeracy, SEMH and physical and/or sensory needs.
- Manage and maintain high quality resources for teaching and learning which enable students to achieve their highest potential.
- Report on the progress of students assigned to small groups and use data to identify targets for further improvement.
- Contribute to provision mapping processes to ensure that the students that you support are making progress.
- Monitor the impact of intervention programmes and contribute to the strategic development of these across the trust, being able to adapt your work based on data.
- Help to ensure that students with SEND are successful in mainstream lessons by providing advice and guidance to staff.
- Create School Focused Plans (SFPs) for students to ensure that their needs are well communicated across the school and subject teachers understand the required reasonable adjustments.
- Review SFPs and EHCPs with parents, students and teachers and agree and communicate new targets.
- Communicate effectively between home and school about the interventions and the needs of students that you support. Be a point of contact for students and their parents/carers.
- Support the smooth running of the SEND department including participating in and contributing to the delivery of training.

- Contribute to school progress and improvement by participating in the departmental development planning and target setting process.
- Take an active part in school meetings, meetings with external agencies, parents' evenings and other parents' information evenings as required.
- Work collaboratively with all members of the pastoral team, to support the progress of students with SEND.
- Engage in continuous self-professional development in relevant areas.
- Provide general in class support for students with SEND when required.
- Contribute appropriately to lesson cover and duties.
- Carry out all necessary Teaching Responsibilities as per The Teachers Standards.

Trust Responsibilities

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- All staff are expected to be committed to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- All staff are expected to demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2019 and The Education Act, we expect all staff and volunteers to share this commitment.

Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Good Honours Degree 2.2 and above • Evidence of relevant continued professional development 	<ul style="list-style-type: none"> • Specialist SEN qualifications and/or training
Knowledge and Experience	<ul style="list-style-type: none"> • An up-to-date knowledge and understanding of the practices and procedures within SEN, relating to the welfare, safety and education of students • Experience of working with young people who have special educational needs and an ability to inspire and motivate them • Experience of teaching to a high standard in either a primary or secondary school context • Experience of delivering intervention to small groups of students or on a one-to-one basis • Experience of working as part of a SEND team and willing to share knowledge • Experience of promoting the general progress and well-being of students/pupils, including specific 'groups' • A record of implementing change programmes to raise standards relating to student/pupil progress • A record of using data to benchmark and raise standards • Have a proven record of exam success and up to date knowledge of changes to exam specifications • Knowledge of the principles and practices of effective teaching and learning • Experience of preparation of schemes of work and lessons • Knowledge and understanding of subject area(s) • Evidence of being able to teach consistently high quality lessons • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> • Experience of developing student SEND profiles • Experience of working collaboratively with parents to secure better outcomes for young people • Evidence of working with outside agencies linked to school • Proven track record in providing guidance, support and advice to students/pupils • The ability and desire to teach across the age and ability range

Skills	<ul style="list-style-type: none"> • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Ability to motivate and encourage individuals and small groups of students under supervision • Ability to assess, record, monitor and report on the progress of learners • Ability to support teaching staff to enable students to achieve their full potential • Problem solving and analytical skills • High-level ability to understand and use performance data to inform development activities • Ability to demonstrate engaging oral and written communication • Able to think and act strategically • Able to contribute to the School Behaviour Management systems, so that effective learning can take place 	
Other Qualities	<ul style="list-style-type: none"> • Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Ability to remain calm under pressure • Flexible • Good team player • Willingness to undertake further training • Full driving licence • Commitment to safeguarding and promoting the welfare of children 	