

**Meols Cop High School**

*'Inclusive Excellence For ALL'*



## Special Education Needs Teacher

### **MPS Post**

Performance Managed by:	SENDCO
Accountable to:	Headteacher, Governors
Accountable for:	To assist in managing and maintaining high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all students

### **Purpose**

- To professionally lead and manage SEND in accordance with the published SEND policy and the 2014 SEND Code of Practice: 0–25 years
- To model effective teaching, to coach and train colleagues and to teach, as appropriate, across the school.
- To keep all aspects of paperwork including High Needs Funding and Educational Health Care Plans up-to-date and actioned as appropriate.

### **Strategic Leadership**

- To advise the leadership group on the strategic development of the SEND policy and provision in school
- To contribute to the development of whole school policy wherever appropriate
- To assist in providing reports for the Governing Body on a termly basis as statutorily required
- Ensure that the objectives of the SEND policy are reflected in the school improvement plan. Liaise with and coordinate the contribution of external agencies
- To assist in co-ordinating provision for individual students with additional needs and to oversee day to day provision
- Ensure effective systems of communication and identification, including feedback about student's learning to inform future planning
- To assist in developing an annual Development Plan in an agreed format, reviewed in line with the School Improvement Plan
- To assist and contribute with the provision map of all SEND resources ensuring that the map identifies all areas of support and is updated on a regular basis.
- To assist in collecting and interpreting specialist assessment data gathered on students and use to inform practice.
- To liaise with Progress Managers and relevant staff when coordinating the implementation of High Needs Funding Plans
- To identify the students in need of High Needs Funding and collate the evidence to support new applications
- To lead new EHC applications, collating and providing evidence where required.

- To provide up to date information for SENDIST tribunals when requested
- To provide up to date information and collate responses for SEND admissions and when required
- To support existing networks, liaising with other schools in Sefton and to collaborate with other schools as appropriate
- To support the school ethos, playing a full part in the life of the school, and to be a positive role model
- To actively monitor and respond to inclusion initiatives at national, regional and local levels
- Up-to-date knowledge of National and local initiatives which may impact upon policy and practice.

### **Personnel Management**

- Undertake staff appraisals as required
- To provide related professional guidance to colleagues with the aim of securing high quality teaching and support for students with additional needs
- To identify training and development needs of SEND staff and support development within the financial parameters imposed by the budget
- Participate in the school's Initial Teacher Training programme as required
- To collaborate with Subject Leaders and pastoral staff to ensure that all students have equal access to learning
- Promote and maintain good communication with individuals and groups

### **Teaching and Learning**

- To develop, with the support of the headteacher and other colleagues, effective ways of overcoming barriers to learning
- To ensure an effective learning environment and support other staff in the implementation of positive behaviour management
- To proactively liaise with other relevant institutions in planning referrals and reintegration programmes
- Leading INSET regularly and where appropriate; this may include chairing and be a part of working parties
- Providing opportunities for observation of colleagues/visits to other schools in order to share best practice.
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum
- Support the exam access arrangements, ensuring all students' needs are identified and met. Liaise with the Examinations Officer ensuring access arrangements are confirmed in line with JCQ requirements.

### **Leading and managing staff**

- Advise the headteacher, Deputy headteacher and SENDCO on staffing matters within the department;
- To appraise named departmental colleagues on an annual basis
- Encourage all staff to recognise and fulfil their statutory responsibilities
- Develop proforma's for essential repetitive paperwork, in order to create an administrative infrastructure as part of an effective communications system.
- Disseminate procedural information such as recommendations of the code of practice, Sefton's local offer and Meols Cop SEND policy
- To assist in ensuring the establishment of opportunities for SEND Teaching Assistants to review the needs, progress and targets of students with learning difficulties
- To assist in providing regular information to the Head, governing body on the evaluation of the effectiveness of provision for students with SEND, to inform decision-making and policy review

### **Efficient and effective deployment of staff and resources**

- Assist with the annual department budget and annual Departmental Development Plan
- Provide advice to Head/SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEND
- Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT and relevant SEND software
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school.

### **Knowledge and Skills**

- Keep up to date with national developments regarding SEND, teaching practice/methodology and leadership initiatives
- Share best practice with teaching staff, including specialist SEND teaching strategies
- Keep up to date with developments in the use of comparative data

### **Quality Assurance**

- Establish and reinforce common standards of good practice
- Monitor and evaluate performances against school, local and national performance indicators
- Monitor the quality of teaching and learning in line with the requirements of self-evaluation and the School Improvement Plan

### **Meetings**

- Meet regularly, as required, with the Senior Leadership Team
- Attend relevant Team Leader meetings
- Attend relevant Pastoral Management and multi-agency meetings
- Attend Governor/SLT meetings on request

December 2017.