**SPECIALIST TEACHER LEVEL 7 (DYSLEXIA/SPLD) – JOB DESCRIPTION**

##### Job title: **Specialist Teacher Level 7 (Dyslexia/SpLD)**

##### Job purpose: To take an active role in developing and evaluating Special Educational Needs and Disability (SEND) provision within the school, taking an active part in leading and delivering SEND strategies to ensure that each pupil develops their full potential.

##### Reporting to: Head of Learning Support/SENCO

##### Hours: Full time

##### Start date: September 2021

##### Salary: Competitive salary scale, depending on skills and experience.

##### Closing date: Monday 19th April 2021 at 10am

**Main duties and responsibilities:**

*Teaching and learning - SEND*

* Identifying and assessing pupils who may have SEND, informing the parents that this may be the case in line with school policy.
* Adopting the most effective teaching approaches to ensure the best the outcomes for pupils with SEND.
* Working with subject teachers to monitor in class teaching and learning activities ensuring they meet the needs of pupils with SEND.
* Delivering a programme of study skills that will develop pupils’ ability to work independently.
* Working with the SENCo to evaluate baseline and other assessments of all pupils on entry to identify pupils with SEND and developing appropriate support programmes that are communicated to all relevant teaching staff.
* Working with all staff to ensure that high expectations of behaviour and achievement are set for pupils with SEND.
* Delivering robust programmes of interventions for pupils with SEND identified as underachieving in small groups or 1:1.
* Collating materials, resources and software to support SEND activities.
* Compiling appropriate, updated and accessible individual educational plans that support pupil progress towards individual targets.
* Reviewing pupil progress on a termly basis with pupils, form tutors and parents, and agreeing and communicating new targets.
* Collating on request relevant SEND statements and reports.
* Supporting the SENCo to manage the transition of pupils with SEND joining or leaving the school, and liaising with schools and external agencies as appropriate.
* Ensuring compliance with the SEND code of practice, updating colleagues on changes as they occur.
* Influencing teaching and learning across the curriculum to promote inclusive teaching.
* Monitoring, tracking and recording pupil progress through annual assessments and participation in pupil progress meetings.
* Ensuring that students are assessed and applications made to examining bodies for additional access arrangements where required.
* Monitoring the implementation of agreed access arrangements with examining bodies.
* Delivering training to staff on SEND matters.
* Ensuring strict confidentiality on all SEND matters and following the school data protection policy.

*Teaching and learning – other areas of the curriculum*

* Supporting pupils in their learning, making each feel included, secure and valued, and ensuring they have every opportunity to fulfil their potential.
* Following agreed guidelines, syllabuses and schemes of work, ensuring an excellent knowledge of the requirements of public examinations and national curriculum.
* Preparing thoroughly for lessons and setting homework regularly in line with school expectations to ensure that pupils achieve the highest possible standards.
* Engaging a wide range of digital and physical resources to enhance learning, as well as planning engaging visits, trips, speakers and fieldwork.
* Marking all work regularly and promptly in line with the marking policy and the department’s schemes of work to ensure that pupils receive frequent and constructive feedback as they learn.
* Making regular assessments of pupils and monitoring progress against prior attainment, employing effective intervention strategies when required and using information to extend pupil achievement.
* Producing on request detailed reports on the progress/achievement of any pupil taught.
* Attending all meetings relevant to the role and responsibilities and attending all parents’ evenings for groups taught, as well as other events as directed.
* Communicating effectively with parents and pupils on all curriculum, teaching, pastoral and learning matters, maintaining high standards and expectations.
* Promoting pupil achievements, career opportunities and experiences, providing relevant material for the school website and newsletter.

*Pastoral responsibilities*

* Undertaking pastoral responsibilities as directed and working with pastoral leads to support pupil welfare.

*Other duties*

* Maintaining excellent and appropriate records relating to pupils with SEND, including use of iSAMS, EMA and other departmental specific record keeping.
* Liaising with educational psychologists, healthcare providers and other external agencies involved with the education of pupils with SEND.
* Playing a full part in the life of the school community, supporting its distinctive mission, ethos and policies while ensuring that staff and pupils follow this example.
* Setting high personal standards of dress and appearance, attendance/punctuality and class discipline/behaviour, upholding the staff code of conduct at all times.
* Maintaining good order and discipline amongst pupils and being active in implementing the school’s policies on rewards and sanctions.
* Undertaking supervisory, cover and invigilation duties as directed.
* Taking an active involvement in co-curricular activities – this would mean a minimum of one specific co-curricular responsibility, which could include taking a team with fixtures and after school practices, organising a club or society and/or being involved with a house.
* Committing to personal professional development, including active engagement in staff training and the performance review process.
* Complying with relevant Emanuel policies and procedures at all times.

*This job description should be seen as enabling rather than prescriptive, and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the head of department, headmaster or senior colleagues may require from time to time.*

**SPECIALIST TEACHER LEVEL 7 (DYSLEXIA/SPLD) – PERSON SPECIFICATION**

|  | **Essential**  | **Desirable**  | **Method of assessment** |
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| Qualifications | OCR L7 Diploma in Teaching and Assessing Learners with Dyslexia/SLD (or the willingness to work towards this)* DfE recognised teaching qualification
* Evidence of appropriate continued personal and professional development
 | * PATOSS assessment practising certificate
* PATOSS teaching practising certificate
 | * Production of the applicant’s certificates
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| Experience | * Proven recent success in teaching at secondary level
* Track record in school improvement and raising standards
* Experience of successful preparation of pupils with SEND for public examinations
* Experience of safeguarding for vulnerable pupils
 | * Experience of teaching a second subject
 | * Application form
* Interview
* Professional references
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| Skills | * Inspirational teaching and presentation skills
* Ability to build effective relationships with pupils, parents and staff
* Ability to communicate effectively to a range of audiences
* Ability to work under pressure, prioritise, manage time effectively and meet challenging goals
 | * ICT skills in a range of relevant software packages
 | * Application form
* Interview
* Professional references
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| Knowledge | * Extensive high level knowledge of the SEND code of practice
* Excellent knowledge of strategies to support teaching and learning of pupils with SEND
* Confident knowledge of /ability to apply Keeping Children Safe in Education
* Practical knowledge of data protection and confidentiality as it applies to SEND
 |  | * Application form
* Interview
* Professional references
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| Personal competencies and qualities | * Commitment to equal opportunities, with a particular emphasis on curriculum access for pupils with SEND
* High levels of motivation and commitment to high standards
* Demonstrable personal warmth and enjoyment of working with pupils and adults
* Willing to participate in the life of the school, including co-curricular and pastoral commitments.
 |  | * Application form
* Interview
* Professional references
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*Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service.*