**Name:**

**Responsible to:** The SENDCO

**Responsible for:**

* Strategic planning and operational management of your responsibilities.
* Challenge Support and Inspire students in all aspects of the care and guidance that you provide

**Purpose:**

* To work in partnership with class teachers to organise and support teaching and learning in line with the national curriculum, codes of practice and school policies and procedures.
* To undertake specific work with individuals, groups and whole classes under the direction and supervision of a qualified teacher

**Key Responsibilities:**

* Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes, modifying and adapting as necessary under the direction and supervision of a qualified teacher
* Assess, record and report on development, progress and attainment
* Liaise with staff and other relevant professions and provide information about pupils as appropriate
* Use teaching and learning objectives to plan, evaluate and adjust lessons/work as appropriate within the agreed supervision
* Assess the needs of students and use knowledge and specialise skills to support students’ learning
* Support students in social and emotional well-being, reporting problems to the teacher as appropriate
* To provide specialist support to all students in a particular area (e.g. ICT, literacy, numeracy, National Curriculum subject)
* Develop and implement Individual Development Plans for students (such as Individual Learning Plans, including attendance at, and contribution to reviews
* Support the role of parents/carers in students’ learning and contribute to meetings with parents/carers to provide constructive feedback on student progress/achievement etc
* Contribute to the development of policies and procedures
* Provide short-term cover supervision of classes
* Supervise or manage the work, development of other classroom support staff
* Be responsible for the preparation, maintenance and control of stocks of materials and resources
* Liaise with external agencies on a regular basis
* Provide pastoral care to pupils for example as head of year or tutor group
* Be responsible for pupils who are not working to the normal timetable
* Invigilate exams and tests
* Be responsible for the presentation of displays.

**Communications**

* To communicate effectively with the parents of students, students, staff and other stakeholders effectively
* To take part in marketing and liaison activities such as Open mornings, Parents Evenings, liaison events with partner schools etc. where required.

**Staff Development and Wellbeing**

* To take part in the school’s CPD programme when required
* To engage actively in the Performance Management Review process
* To work as a member of a designated team and to contribute positively to effective working relations within the school

**Care Guidance and Support**

* To promote the general progress and well-being of individual students
* To liaise with Pastoral Managers to ensure implementation of the Pastoral System
* To evaluate and monitor the progress of students and keep up-to-date student records
* To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
* To communicate with the parents of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
* To apply the Behaviour for Learning policy so that effective learning can take place
* Monitoring attendance of students in SEN.

**General Duties**

* To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
* To promote actively the school’s corporate policies and to comply with the school’s Health and safety policy and undertake risk assessments as appropriate

**Health and Safety**

* Have due regard for the school Health and Safety policy and any such issues particular to their subject.
* Follow school procedures for reporting Health and Safety incidents.
* Familiarise themselves with fire regulations and procedures.
* Have due regard for student safety and report any concerns to the appropriate school body.

**Accountability and discretion**

* To take and be accountable for all decisions made within the parameters of the job description

**Standards**

* The standards of the post holder will be measured through the School Performance management system by setting targets linked to this job description and the generic role. The job description will be reviewed annually at the Performance Management meeting.

**Notes**

* 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.

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| Signed: |  | Post Holder |  |
|  |  | Line Manager |  |
|  |  | Head of School |  |