

BAYLIS COURT JOB DESCRIPTION

Job Title: Special Educational Needs, EAL Co-ordinator and Teacher

Reporting to: Designated member of SLT

Grade: TLR 1A

Main Purpose:

Exercising professional skills and judgement to ensure that pupils with special educational needs and EAL are identified, supported and catered for, to best meet their needs with a focus on academic, medical, emotional and social factors affecting teaching and learning, promoting awareness and understanding of individual pupil's requirements.

Leading, managing and developing Special Educational Needs

- Develop and monitor systems of guidance and support designed to assist staff in maximising pupil participation and attainment.
- Raise awareness and understanding of SEN and EAL strategies across the school to enable teachers to be more effective in teaching pupils on the SEN register.
- Co-ordinate strategies to achieve identified school improvement.
- Lead whole school work on SEN, EAL and Disability equality issues.
- Assess and support SEN and EAL admissions and assessments, disseminating information to HODs and HOLs and monitoring provision.
- Evaluate and report on the effectiveness of additional specialist support, suggesting areas and strategies for improvement.
- Lead professional development through example; support and co-ordinate the provision of SEN and EAL professional development for staff in school.
- Use financial and resource management innovatively and wisely.
- Build effective links with relevant groups in order to develop plans to meet output targets.
- Ensure effective and timely communication/consultation, as appropriate, with Governors, SLT, teaching staff, support agencies and the parents of pupils.
- Represent the school's views and interests at relevant meetings.
- Ensure that SEN and EAL commitments are effectively and efficiently time-tabled and roomed.
- Leading in accelerated reading programme and lexonics programme
- Lead and manage EAL throughout the school

Impact on educational progress beyond assigned pupils

- Promote and support teachers in raising pupils' skills and attainment across the curriculum.
- Encourage motivation and enthusiasm in acquiring higher level skills developing positive responses to challenges and high expectations.

- Actively monitor and follow up progress. Monitor and evaluate data to identify trends in performance and issues for development as part of the SEF and SIP
- Identify, update and take appropriate action, on issues arising from data, systems, policies and reports.
- Produce and analyse reports on SEN pupil performance, including the use of Value Added data, behaviour, attendance and achievement.
- Ensure that SEN and EAL quality procedures meet the requirements of the School Improvement Plan

Leading, developing and enhancing the creative practice of others

- Disseminate examples of effective good practice; monitor and evaluate the progress of others, providing constructive feedback on a regular basis.
- Observe colleagues and provide feedback to bring about further improvement.
- Ensure that feedback from observation, work scrutiny and analysis of data is reflected in progress planning.
- Co-ordinate/monitor the deployment of teachers, support staff and other adults to ensure effective SEN and EAL work for pupils, teachers and community learning.

Line Management

- Manage SEN and EAL professionals, and other internal and external staff within the SEN and EAL remit, on a day to day basis, ensuring that performance is regularly reviewed and development needs are identified.
- Participate in recruitment interviews when required, ensuring successful candidates are effectively introduced to the school through induction.

Teaching

- Under the reasonable direction of the Headteacher carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document, and in line with the generic Baylis Court School Teacher job description.

Personal Responsibility

- Implement agreed school policies including those relating to Race Equality, Equal Opportunities and Health and Safety.
- Attend training and meetings as required
- Play a full and active part in activities related to the continuing improvement and prosperity of the school.