**JOB DESCRIPTION & PERSON SPECIFICATION**

Specialist Teacher of Children with Complex Needs

JOB PURPOSE

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| To ensure that the educational needs of children who have complex needs are met, and that they become independent learners and achieve their full potential. To advise and work with educators regarding the needs of children who have complex and multiple difficulties. |

DUTIES

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| The key duties include but are not limited to the following:  **Specific DUTIES**   * To use specialist teaching skills to work with a child who has complex learning needs and social and emotional needs. * To use specialist teaching skills to work with other pupils with SEND. * To work within mainstream classrooms tutoring specific groups of pupils. * To advise and collaborate on: (a) Curriculum needs and teaching strategies (b) The use of technical and other specialist equipment (c) Supporting personal and social development. (d) Communication needs. * To contribute towards statutory assessments including Individual Education Plans and Annual Reviews. * To monitor and assess the progress of children with complex needs and to use the information gained to inform planning, advice and practice. * To support and develop the work, skills and knowledge of the teaching assistants working with children who have complex needs, including students with Downs Syndrome. * To maintain appropriate records to include: Individual Pupil records, Visit records, Records of assessments. Records of meetings and joint working with professionals and families. Equipment issued. * To maintain and develop up to date knowledge of good practice in education, specifically in relation to children who have SEND. * To attend work placements with students with SEND as requested. * To develop and use ICT skills to enable curricular access and for administrative purposes.   **SUPPORTING THE SCHOOL**   * To foster links between home and school. * To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs. * To maintain confidentiality and sensitivity to the pupil’s needs but have regard to the safeguarding procedures of the school and One School Global. * To carry out duties as directed by the Learning Support Coordinator.   **General Duties**   * To perform such other duties as may be requested from time to time, commensurate with the role. * Uphold and promulgate the One School Global ethos within all areas of responsibility. * Contribute to, share in and promote the wider and longer term vision of OneSchool. * To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG Equal Opportunity Policy. * Comply with and support the implementation of all School and OSG policies. * To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety. * To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same.   **PERSONAL Duties**   * To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels. * Ensure high standards are maintained, progressed and promoted in all areas of work. * To undertake appropriate professional development and positively participate in the appraisal of own performance. * Communicate and co-operate effectively and positively with specialists from outside agencies where applicable. * Attendance at staff meetings as appropriate.   **SAFEGUARDING** |
| One School Global Hindhead Campus is 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. This position is also subject to satisfactory references.  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 2002; we expect all staff and volunteers to share this commitment.  Affiliated to One School Global UK which provides direction and support to 23 UK schools. |

Reporting To

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| * Reporting to the Learning Support Coordinator. |

SUPPORT FOR THE ROLE

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| The role is supported on occasion by Learning Support Coordinator and Head Teacher.  One School Global provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance. |

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| **Employee Signature:** |  |
| **Line Manager Signature:** |  |
| **Date:** |  |

ISSUED BY

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| Focus Learning Trust  Issue date: February 2019 |

**SPECIALIST TUTOR OF CHILDREN WITH COMPLEX NEEDS**

Person Specification

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| **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Experience of teaching children with PTSD, ASD, Conduct disorder and/or other complex needs in inclusive settings across KS2 – KS5 * Evidence of continuing professional development to keep abreast of new developments in technology and new research relating to good practice in teaching students with complex and multiple needs. * A good knowledge of the Primary and Secondary curriculum. * An understanding of the educational needs of pupils with PTSD, ASD and Conduct Disorder. | * Experience of working with pupils with other additional needs. * Understanding of roles of other agencies |
| **Education and Qualifications** | * Qualification in special education needs. * Willingness & ability to obtain &/or enhance qualifications &/or training for development in this post. | * QTS |
| **Skills and Abilities** | Ability to :   * Work collaboratively with school staff including Specialist Teaching Assistants and external specialists. * Develop effective and efficient support to meet the individual needs of students with complex needs. |  |
| **Attributes and Attitudes** | * Confident in assessing, monitoring and teaching pupils with complex needs * Able to work co-operatively and effectively as part of a team of professionals * Excellent interpersonal skills * Well-organised, with good time management * Empathetic and sensitive to differing viewpoints. * Calm in manner, approachable and flexible. * Commitment to inclusion and inclusive practice. * Commitment to support parental and pupil choice in communication mode. * Commitment to a team approach. * Commitment to multi-agency working. * Values and welcomes the contributions of parents / carers. * Recognises own professional development needs and willing to learn new skills as well as the professional development needs of others and the organisation. |  |
| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application |  |
| **Safeguarding** | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students * Ability to form and maintain appropriate relationships and personal boundaries with students |  |

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All staff are expected to be committed to the Equal Opportunities Policy.