

**OVERTON GRANGE SCHOOL**

**Specialist SEND Teacher**

**Job Description**

**Title of Post:** SEND Teacher

**Full or Part time:** Full time

**Responsible to:** The SENDCo for the management of learning and teaching throughout the Learning Support and Hearing Support Department

**Salary:** MPS/UPS + SEND Allowance 1 (currently £2,270)

**Purpose:** To work closely with the SENDCO, Headteacher, Senior Leadership Team and colleagues in the strategic development of the School’s Special Educational Needs and Disability (SEND) policy and oversee the day-to-day operation of that policy with the aim of raising SEND pupil achievement, through co- ordinating provision for students with specific and individual needs.

**The post will involve:**

* Leading, coordinating and delivering 1:1 and small group intervention sessions of SEND pupils, across the range of SEND needs and ages;
* Improve educational and life outcomes for pupils with SEND;
* Secure outstanding academic and personal outcomes for SEND pupils;
* Demonstrate high-quality teaching to ensure pupils can make accelerated progress through intervention sessions and in class support;
* Use effective resources and uphold the highest standards of learning and achievement for all pupils;
* Liaise effectively with colleagues to ensure consistency of approach in teaching and learning across the whole School;
* Promote the vision, culture and ethos of Overton Grange School;
* To meet the Teachers Standards;
* To maintain a good understanding of the whole School’s curriculum plans and assessment and behaviour policies;
* All other duties are outlined in the School Teachers’ Pay and Conditions Document.

**Key Responsibilities:**

**Teaching and Learning**

* Plan, prepare, and deliver 1:1 and small groups sessions for SEND pupils;
* Assist pupils with SEND in the development of self-esteem, self-expression and self- advocacy;
* Demonstrate a forward- thinking approach to teaching and learning, developing new areas of best practice in special education;
* Work in partnership with parents, other teachers and specialist professionals, in both formal and informal contexts, in order to develop provision and monitor and evaluate SEND pupils’ progress;
* Support the SENDCo in identifying pupils’ strengths and priority needs to inform the content of EHCPs;
* Support the SENDCo in developing individual EHCPs for pupils and delivering appropriate interventions to maximise SEND pupils personal and academic development;
* Support pupils in mainstream lessons, differentiating where possible and advising teachers;
* Follow SEND pupils’ PEN portraits, monitor pupil social communication development, contribute to provision mapping and annual reviews for pupils;
* Promote and develop literacy and numeracy skills throughout teaching and learning activities so that literacy and numeracy do not present barriers to learning;
* Take account of pupils’ prior levels of attainment and personal progress and use them to set future targets;
* Maintain good discipline by following the behaviour policies and procedures;
* Ensure punctuality and establish a purposeful working atmosphere during all learning activities;
* Maintain excellent classroom management with due regard to health and safety policies.

**Assessment, recording and reporting**

* Keep appropriate records of pupils’ work and progress;
* Use the School’s marking scheme at all times;
* Carry out assessment programmes, as agreed by the SENDCo;
* Complete records of achievement in line with School policy;
* Complete pupil reports in line with School policy;
* Attend parents’ evenings and SEND events as required and keep parents informed about their child’s academic and personal progress.

**Pastoral responsibilities**

* Endeavour to build up a good relationship with all pupils, so that they will look to the teacher for support and advice;
* Command high standards of pupil behaviour and conduct at all times and support the School in its application of related policies;
* Report issues of concern to the appropriate senior staff or pastoral support staff;
* Maintain an accurate register of attendance and do everything possible to encourage good attendance.

**Other duties**:

* Attend and actively participate in regular meetings with parents/carers and external agencies in support of pupils;
* Impart specialist knowledge to colleagues, parents/carers, external agencies and other stakeholders as required in terms that are easily understood by people who may have limited specialist knowledge;
* Support staff training where appropriate;
* Attend and contribute to team and full staff meetings;
* In relation to the School’s strategic plan, contribute towards the goals and targets;
* Maintain a professional interest in educational initiatives and developments;
* Maintain an engaging and purposeful learning environment;
* Support out of School activities such as the SEND homework club;
* Commitment to own professional development and maintain a record of professional development activities;
* Keep abreast of new developments/initiatives in special educational needs;

**Contribution to whole School**

* Contribute to meetings regarding interventions for SEND pupils;
* Comply with, and assist, with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person;
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
* Maintain an inclusive learning environment for all pupils;
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with others, to support achievement and progress of pupils;
* Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils;
* Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others;
* Contribute to the identification and execution of appropriate out of School learning activities, which consolidate and extend work carried out in class.

**Responsibilities for Budgets and People**

* Effective use of materials and resources.

**Performance Management and Review**:

* Objectives and professional development plans will be formally agreed with your line-manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1’s, peer support, and external mentoring or CPD where required;
* The annual appraisal process will be used to assess performance against agreed objectives and professional development plans.

**Core responsibilities and duties:**

All postholders are required to:

* Ensure that you understand and comply with the Health and Safety Policy by following the relevant procedures that are in place;
* Read, uphold and promote the safety and well-being of pupils as set out in the School’s safeguarding procedures;
* Promote high standards of personal professional conduct;
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
* Be aware of and support difference and ensure equal opportunities for all;
* Contribute to the overall vision and values of the School;
* Appreciate and support the role of other professionals;
* Work effectively as part of team;
* Attend relevant meetings, as required;
* Participate in training and other learning activities and performance development as required;
* Treat all users of the School with courtesy and consideration;
* Present a positive personal image, contributing to a welcoming School environment which supports equal opportunities for all;
* Be proactive in seeking appropriate advice and guidance where required;



**OVERTON GRANGE SCHOOL**

**SEND Teacher**

**Person Specification**

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| **ATTRIBUTES** | ESSENTIAL | DESIRABLE | **EVIDENCE** |
| QUALIFICATIONS | * QTS or equivalent qualified teacher accreditation; Degree/PGCE or equivalent qualifications; * Understanding of Safeguarding and Child Protection issues; | * Other professional SEND qualifications; | Application form |
| **PROFESSIONAL**  **DEVELOPMENT** | * Commitment to undertake professional training / development relevant to the post; * Clear and firmly held personal philosophy of education; * Good subject knowledge; | * Up to date knowledge of wider current educational developments and legislation. | Letter of application  Application form  References  Interview |
| **EXPERIENCE** | * Experience of basic IT technology, PC, internet, MS Office packages; * Sustained track record of successful performance as an excellent teacher; * Excellent knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve highly; * Interest and experience of working with and supporting SEND pupils; * Excellent knowledge and well-informed understanding of the assessment requirements and arrangements for the curriculum areas being taught; * A depth of knowledge and experience to be able to give advice on the development and well-being of children and young people; * Demonstrate highly effective pedagogical practice; * Have an excellent knowledge on matters concerning equality, inclusion and diversity in teaching; * Experience of dealing with the behaviours not conducive to learning and able to deal with a variety of situations; | * Experience in the use of SIMS; * Experience of developing links/partnerships with feeder primary schools and the wider community; * Building and developing voluntary parent and partner agency links; * Provision of extra-curricular activities. | Letter of application  Application form  References  Interview |
| **SKILLS AND PERSONAL**  **CAPABILITIES** | * Excellent ability to assess and evaluate; * Have an excellent ability to provide learners, colleagues & parents/carers with timely, accurate and constructive feedback on learners’ attainment, progress and areas for personal development that promote pupil progress; * Possess the analytical, interpersonal and organisational skills necessary to work effectively with staff and leadership; * Understanding of pupil’s welfare and pastoral needs; * Full working knowledge of relevant policies/codes of practice legislation; * Work as an effective team member and apply directions/instructions; * Ability to participate professionally in meetings; * Ability to relate well to children and young people; * Able to organise self to plan and complete tasks; * High personal standards; * Reliability, integrity and stamina; * Respect confidentiality; * Commitment to personal development and learning | * Interest in developing collaborative ways of working; * Thorough knowledge and understanding of the Code of Practice. | Letter of application  Application form  References  Interview |