



## **BANGABANDHU PRIMARY SCHOOL**

### **COMPLEX NEEDS LEADER AND TEACHER JOB DESCRIPTION**

**Job title:** Complex Needs Provision Teacher and Leader

**Job Purpose:** To lead, manage and teach within the school's complex needs resource base. To support, develop and lead the complex needs resource base and teaching team to secure a high-quality provision. To ensure the effective use of resources and high standards of learning and achievement for all pupils within this provision.

**Responsible to:** Head of School, Executive Headteacher, Inclusion Leader

**Professional duties and responsibilities:** The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It will be reviewed in the context of the School Development Plan and appraisal cycle.

#### **Areas of responsibility and key tasks**

##### **Principally to:**

1. to develop a clear view of the nature of this area of specialist education and ensure it is implemented; to practice and model outstanding teaching and learning;
2. To ensure the safeguarding of all children within the complex needs resource base;
3. uphold the school's principles and policies, which underpin good practice and the raising of standards;
4. operate at all times within the stated policies and practices of the school, including safeguarding and pupil welfare, health and safety procedures and the promotion of equal opportunities.
5. contribute as required to whole school management and leadership, beyond your responsibility, through active membership of the school's middle leadership team.
6. actively participate in the school's self-evaluation schedule;
7. contribute effectively to the school's appraisal process as an appraiser and line manager.

#### **Leadership of the school's complex needs resource base by:**

8. co-ordinating strategies to achieve relevant school improvement priorities identified within the complex needs resource base;
9. Identifying and adopting the most effective teaching approaches for SEND pupils.
10. evaluating and reporting on the effectiveness of practice within the complex needs resource base, suggesting areas and issues for further improvement;
11. leading professional development within the complex needs resource base;
12. ensuring the provision of an appropriately broad, balanced, relevant, and highly personalised curriculum for all pupils who have complex and/or severe learning difficulties;
13. Liaising with other schools to ensure continuity of support and learning when transferring pupils to and from the complex needs resource base;
14. keeping abreast of developments in SEND (e.g., research, changes to the law) and inform staff and Governors, as necessary;
15. working co-productively with specialists, particularly with those in the Health Sector, specialist outreach teams and Educational Psychology to maintain best practice and care for children who have complex conditions;
16. keeping parents informed about their child's progress through individual meetings, parent evenings and via any other relevant means;
17. ensuring that children are learning in a purposeful, well maintained learning environment that reflects the needs of the children within the resources base.

#### **Impact on educational progress within the complex needs resource base**

To ensure progress is being made by all groups of pupils:

18. define intervention strategies to address identified areas of need;
19. evaluate and report on the effectiveness of intervention strategies used to address identified needs;
20. support staff in planning and delivering appropriate strategies to achieve pupil progress, targets, and objectives;
21. ensure that agreed pupil progress targets within the complex needs resource base are achieved or exceeded;
22. monitor the objectives and targets for pupils with additional needs and promote the importance of raising achievement;
23. be familiar with and use the 'Engagement Profile' for children whose learning needs are profound and complex.



**Leading and developing others**

Develop and enhance the teaching practice of others, by:

24. disseminating examples of 'best practice' planning in relation to complex needs provision;
25. monitoring and evaluating the planning of other staff, providing constructive and developmental feedback on a regular basis;
26. observing colleagues teaching and provide evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement;
27. identifying and promoting innovative and effective teaching strategies to meet the needs of all pupils;
28. leading a team of staff.

**Management responsibilities**

Your responsibilities include:

29. being committed to and actively promote the school's equal opportunities policy. Promote Inclusion best practice and contribute to the aims and ethos of the school through continual modelling and promotion of good practice.
30. playing an active role in the school's appraisal process, by being an appraiser;
31. being involved in the development of school policies from 3-11, ensuring that the needs of all children are met withing these policies;
32. being an active member of the middle leadership team, working as part of the team, ensuring appropriate professional conduct and confidentiality where appropriate;
33. actively supporting all policy decisions;
34. working with the leadership team, to interpret and use data to set effective targets to raise achievement. Collect and interpret specialist assessment and performance data and share with other staff and Governors as appropriate.
35. assisting in planning and implementing timetables, rotas, and systems to ensure the smooth day-to-day running of the complex needs resource base;
36. Arranging and leading annual reviews and all meetings associated with pupils with the complex needs resource base;
37. co-ordinating and assisting with school events which take place during and out of school hours;
38. organising and leading assemblies where appropriate;

39. maintaining high standards of behaviour among all pupils; and

40. carrying out any additional duties as may be reasonably delegated by the Head of School and Executive Headteacher. To willingly undertake any reasonable task requested by them to support the safeguarding of staff and children.

**Employee signature:**

**Date:**

**Signature on behalf of employer:**

**Date:**