

Job Description

Job Title: Area of Need Leader: Sensory and Physical

Location: Tendring Technology College

Hours of work: 37 hours per week, 39 weeks per year

Reports to: SENDCO

Overall Responsibilities:

The Sensory and Physical Lead will have direct responsibility for the Sensory and Physical team. Primarily, this will involve implementing and coordinating interventions for pupils with speech, language and communication needs and autistic spectrum disorders. It may also involve supporting other pupils with SEND at Tendring Technology College at the discretion of the SENDCo. The range of responsibilities delegated to the Sensory and Physical Lead with regard to provision and coordination is outlined below.

Core Purpose of the Post

The Sensory and Physical Lead with the support of the SENDCo, supports the day-to-day operation of provision made by the school for pupils who need support for communication and interaction. They provide professional guidance in this area in order to secure high quality teaching and the effective use of resources to bring about improved standards of the achievement of all pupils. They will also support the Lead teacher SENDCo in providing support and day to day operations within the Inclusion Centre.

Main Duties:

The duties outlined in this job description may be modified by the Principal with your agreement, to reflect or anticipate changes in the job, commensurate with the role.

Support for the Strategic direction of Speech Language & Communication Needs (SLCN) and Autistic Spectrum Disorder (ASD)

Supporting the SENDCO to:

- Ensure effective systems of communication, including feedback about pupil's learning to inform future planning.

- Monitoring the quality of Communication and Interaction support by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed.
- Ensure that the objectives of the SEN policy are reflected in the Communication Team development plan.
- Liaise with and coordinate the contribution of external agencies.
- Ensure up-to-date knowledge of National and local initiatives which may impact upon policy and practice.

In corroboration with the SENDCO to:

- Plan, coordinate and deliver timetabled intervention groups and classes as appropriate.
- Deliver INSET.
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice.
- Work with pupils, subject leaders, class teachers with tutorial/pastoral responsibilities to ensure realistic expectations of behaviour and achievement are set for sensory and physical pupils.

Recording and assessment

In corroboration with the SENDCo:

- Set targets for raising achievement among pupils with SLCN and ASD.
- Collect and interpret specialist assessment data.
- Update the SENDCo on the effectiveness of provision for pupils with ASD and SLCN.
- Develop understanding of learning needs and the importance of raising achievement among pupils.
- Collate SLCN and ASD transition data and organise SEN files.
- Maintain and update a Sensory and physical department development plan.

Leadership

- Advise the SENDCo on all staffing matters within the department.
- Encourage all staff to recognise and fulfil their statutory responsibilities.
- Develop pro forma for essential paperwork, in order to create an administrative infrastructure as part of an effective communications system.
- Identify the training needs of staff and organising/coordinating INSET to be delivered by other professionals.
- Provide training opportunities for teaching assistants and SEN staff to develop their knowledge of sensory and physical needs.
- Disseminate good practice across the school.
- Identify resources needed to meet the needs of pupils with sensory and physical needs and advise the SENDCo of priorities for expenditure.

Standards and quality assurance

- Support the aims and ethos of Tendring Technology College.
- Set a good example in terms of punctuality and attendance.

- Attend and participate in open evenings.
- Uphold Tendring Technology College's behaviour code and uniform regulations.
- Participate in staff training.
- Attend team and staff meetings.
- Develop links with governors, LAs and neighbouring schools.

Management

Support the SENDCo with the:

- Timetabling and deployment of the Sensory and Physical team.
- Liaise with the SENDCo and other SEN staff to allocate support for statemented pupils according to LA funding levels and individual need.

Other Responsibilities

- Administer the marking, scoring, recording and dissemination of reading tests.
- Coordinate Student Information Passports for pupils with Sensory and physical needs.
- To inform the SEN administrator of changes to individual pupil support so that the SEN register remains current.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Area of Need Leader: Sensory and Physical

General heading	Detail	Essential requirements	Desirable requirements
Qualifications	Qualifications required for the role	GCSE English & Maths Grade A* - C or equivalent	Evidence of higher level qualifications level 3+ Teaching Assistant Level 2 or 3
Knowledge / Experience	Specific knowledge/ experience required for the role	<p>Experience of administrative and clerical process and procedures</p> <p>Experience of working with young people with SEND</p> <p>Knowledge and experience of using IT packages i.e. Microsoft Word, Excel, MIS</p> <p>Understanding of data and ability to analyse data to identify needs opportunities for intervention and review impact.</p> <p>Understanding of specific needs within the field of expertise applied for.</p>	
Skills	Responsibility	Comprehensive understanding of confidentiality issues within a school environment	
	General	<p>A commitment to and understanding of equal opportunities and the ability to implement this across all areas of work.</p> <p>To understand and support the differences in people.</p> <p>Health & Safety – An understanding of Health and Safety in the workplace</p> <p>A commitment to increasing your own learning and development through Continuous Professional Development</p>	

	Working with others	<p>Relationships – Experience of forming appropriate and productive relationships with students, staff and parents</p> <p>Team work – Proven experience of effective team and independent working.</p> <p>Experience of leading others effectively</p>	
	Communication	<p>Written – Ability to record information and undertake written tasks such as letters to parents, completion of formal paperwork.</p> <p>Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone</p>	
Personal Characteristics	Behaviours	<p>A positive 'can do' attitude</p> <p>A relentless drive for improving the outcomes of students</p>	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	