Maples Nursery School & Children's Centre
Teacher & SENDCo (TLR2)

Job title:	Nursery class teacher & SENDCo
Whole school area of accountability:	Teaching and learning responsibility for SEND
Grade:	Standard national scale in line with the current *School Teachers' Pay and Conditions* document plus the appropriate TLR2 payment
School:	
Responsible to:	The head teacher and the governing body
Additional qualification:	National Award for Special Educational Needs (or willingness to work towards the qualification)

Main purpose of the job:

- Take specific responsibility and accountability for the day to day management and organisation of SEND within the school provision
- Be an excellent classroom practioner
- Have an impact on educational progress beyond your assigned pupils
- Line manage and appraise identified staff
- Assist in the smooth running of the school at all times, including being responsible, with the other teacher, for the school in the absence of the head teacher.

Duties and responsibilities

In addition carrying out the duties of a class teacher as outlined in the current *School Teachers' Pay and Conditions Document*, the post holder receives a TLR2 for role of school SENDCo.

Leadership and management

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of School Development Plan relevant to SEND provision.
- Ensure that the work of the team is inclusive and issues are addressed in the curriculum and/or pastoral management
- Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
- Together with SLT, lead on the school self evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
- As appropriate contribute to the writing of self-evaluation and policy documents
- Manage effectively the transition of pupils to and from your phase and within it
- Promote cross curricular approaches to teaching and learning
- Be a proactive and effective member of the middle leadership team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management

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Teaching and learning responsibility

- Lead SEND provision across the school
- Have overall responsibility and accountability for SEND provision ensuring curriculum continuity, consistency, balance, match and progression
- Lead regular meetings relevant to SEND with appropriate colleagues
- Develop, demonstrate and promote teaching and learning activities appropriate to full age and ability range.

Monitoring and assessment

- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across the school
- Monitor standards including recorded work as relevant across the school including reviewing long and medium term planning

Manage resources

- Be responsible for the organisation, planning and evaluation of the school programmes as relevant to the provision for children with SEND
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

Staff development

- Act as a reviewer with the arrangements for the appraisal of all identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in SEND provision and legislation, and disseminate information as appropriate

Other

- Assist in the smooth running of the school at all times, including being responsible with the other teacher for the school in the absence of the head teacher.

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder ..... **Date** **/ /**

Signature of headteacher ..... **Date** **/ /**