



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Teacher with SEN Coordination (Dunn Street Primary School)

GRADE: MPS + SEN allowance

RESPONSIBLE TO: Head Teacher

Overall Objectives of the Post:

To carry out the duties of a school teacher as set out in the School Teacher's Pay and Conditions 2016 and co-ordinate SEND throughout the school.

Key Tasks of the Post:

Areas of responsibility and key tasks

- Develop and lead SEN as well as the disadvantaged or vulnerable pupils within our school.
- Work effectively with the Head Teacher and the Leadership Team to achieve excellence.
- Support the work of teachers and teaching assistants working with SEN pupils.
- To ensure appropriate ICT programmes are in use to support and consolidate subject knowledge and learning.
- To work with the Leadership Team to provide in-service training.
- Plan, prioritise and evaluate SEND development on an annual basis as part of SIP cycle and keep SEND Policy up-to-date.
- Contribute to the monitoring of standards working with the Leadership Team to set targets as appropriate.
- To support, monitor and review assessment and record-keeping procedures.
- To provide reports for Head Teacher and Governors as necessary.
- To develop links with KS3 colleagues to provide additional transition support for SEN pupils.
- To keep SEN knowledge up to date with National and local initiatives which may impact on policy and practice through C.P.D.

Teaching and managing pupil learning

- Support teachers and learning support staff in the identification of the most effective teaching approaches for SEND pupils and help implement policies to promote aspects of inclusive teaching.
- Monitor and provide teaching and learning activities to meet the needs of SEND pupils.
- Use, and monitor, teaching methods which keep all pupils engaged and develop their ability to work independently.

- Take responsibility for effective marking, planning and record keeping, adhering to school policies and practice to assess and record pupils' progress and development.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive relationships.
- Use ICT to support and enhance pupil learning.
- Monitor the achievements and welfare of SEND children, and follow-up progress reviews, liaise with Safeguarding Lead, outside agencies and parents when appropriate. Lead annual review meetings.
- Meet statutory responsibilities for SEND statements and their annual reviews.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND.
- Develop supportive relationships that foster pupil self-esteem and mutual respect.
- Support developments and initiatives to improve standards in English and Mathematics as well as the wider curriculum.
- Be prepared to play a full part in the life of the school.

Recording and Assessment

- Set targets and raise achievements amongst pupils with SEND.
 - Collect and interpret specialist assessment data and use this to inform practice.
 - Maintain and review systems for identifying, assessing and reviewing SEND.
 - Update the Headteacher and Governing Body on the effectiveness of provision for pupils with SEND and maintain the information on the school web-site with regards to SEND.
 - Develop understanding of learning needs and the importance of raising achievement among pupils, particularly those who receive the pupil premium grant.
 - Oversee and monitor the quality of Provision Maps and other support plans such as pastoral support plans and maintaining detailed information for subsequent meetings with parents.
 - Keep parents and carers informed about their child's progress.
 - Prepare, collate and write reports for particular high needs children who require additional support.
 - Deploy support staff and other adults effectively overseeing the impact of their contribution.
 - Leadership.
1. Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with S.E.N.
 2. Identify training opportunities for learning support staff and teachers to learn about S.E.N.
 3. Disseminate good practice in S.E.N. across the school.
 4. Identify resources needed to meet the needs of pupils with S.E.N.; advise the leadership team of priorities for expenditure and manage the S.E.N. budget.
 5. Contribute to the school's development plan.
 6. Develop links with other professionals, agencies, governors and neighbouring schools.

Knowledge and understanding

- Demonstrate that they have a thorough and up-to-date knowledge of their SEND co-ordination across the Primary phase.
- Demonstrate knowledge and understanding and take account of wider curriculum developments which are relevant to their work.

Professional Characteristics

- Work in partnership with fellow colleagues, pupils, non-teaching staff and parents in relation to children's learning. Be an effective communicator.
- Demonstrate responsibility for their professional development - always learning and being willing to try new ideas - and commitment to the role.
- Be well organised, flexible and adaptable.
- Demonstrate high expectations and self-evaluation.
- Uphold the agreed values of the school.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: NN/CL

Date: 8.03.19