

Job Description

POST: Lead Practitioner SEND (SENCO with teaching responsibilities)

RESPONSIBLE TO: Deputy Headteacher

SALARY: L5-9

LOCATION: The Telford Priory School

WORKING PATTERN: Full Time

DISCLOSURE LEVEL: Enhanced

KEY RELATIONSHIPS: SLT, Teachers, Parents and Pupils and multi-agencies

RESPONSIBLE FOR: All Teaching Assistants

<p>Main Duties and Specific responsibilities</p>	<ul style="list-style-type: none"> • Teaching and learning • Ensure the needs of SEND students are met in the classroom. • Coordinate the deployment of teaching assistants. • Oversee the professional development of teaching assistants. • Work with teachers to develop and share best practice in the use of teaching assistants in the classroom. • Managing the implementation of an inclusive curriculum including link courses. • Within the context of the school's aims and policies, to work with SLT to develop and implement learning support policies, plans, targets and practices. • To provide all those with involvement in special needs and learning support the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching. • Assessing and reporting • Keep an up to date SEND register that it is reviewed and updated throughout the year • Complete regular assessment of SEND students' progress and communicate this to all stakeholders. • Liaise with parents and attend relevant consultation evenings. • Make individual access plans for SEND students. • Leadership and management • Line manage the teaching assistants. • Coordinate the referrals process. • Regularly review the SEND register and move students between levels where necessary. • Complete provision mapping. • Work with all stakeholders to review SEND plans, EHC plans and statements. • Standards and quality assurance • Set a professional example in terms of dress, punctuality and attendance • Take a lead role in attending and participating in open evenings, student performances and other whole school events • Take a lead role and participate in staff training
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	<ul style="list-style-type: none"> • General Supervision • To assist with the supervision of pupils out of lesson times including before and after school and during school trips. • To manage the behaviour of pupils in accordance with the school behaviour policy. • To assist with exam invigilation under the supervision of the examinations officer. • To immediately report any concerns with regard to health and safety and child protection. • To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all. • To uphold and promote the values and the ethos of the school. • To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection. • To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. • To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school. • To attend and participate in relevant meetings as appropriate. • To undertake any other additional duties commensurate with the grade of the post.
General Responsibilities	<ul style="list-style-type: none"> • Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and equal opportunities for all • Contribute to the overall ethos/work/aims of the school • Establish constructive relationships and communicate with other agencies / professionals • Attend and participate in regular meetings • Participate in training and other learning activities and performance development as required

Person Specification

	Essential
Qualifications	<p>Good honours graduate</p> <p>Qualified Teacher status [note: this is a requirement under the SEND Code of Practice]</p> <p>National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment [note: this is a requirement under the SEND Code of Practice]</p>
Experience, Skills and knowledge	<p>Proven high standards of classroom practice</p> <p>Teaching experience across the full ability and age range in a variety of school contexts</p> <p>Be a strong leader, who is committed to providing the highest standards of provision for SEND pupils</p> <p>Proven record of raising standards of achievement and sustaining improvement through self-evaluation and strategic planning</p> <p>Experience of building and maintaining effective relationships with parents, carers, partners and the community</p> <p>Experience of working with SLT and other stakeholders</p>

Personal Qualities	<p>High level of commitment to inclusive education and Equal Opportunities</p> <p>Is committed to raising standards for all students in pursuit of excellence</p> <p>High level of integrity, honesty and fairness</p> <p>High professional standards</p> <p>Demonstrate high levels of energy and ability to work under pressure</p> <p>Ability to lead, inspire, motivate and manage people</p> <p>Committed to effective working relationships, giving and receiving support from others</p> <p>Lead by example and model excellent practice</p> <p>Ability to communicate as an active listener, orally and in writing</p> <p>Good reasoning powers and the ability to make considered decisions in a variety of situations</p> <p>Readiness to reflect on practice</p> <p>Self motivated and able to work with initiative</p> <p>Demonstrate effective time management skills</p> <p>Strong commitment to the school ethos</p> <p>Committed to developing the global dimension of the school</p> <p>Has a real presence and personal impact within school</p>
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Other	<p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Willingness to undergo appropriate checks, including enhanced DBS Checks</p> <p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>
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