

Bodmin College

Job description: Special Educational Needs and Disabilities (SEND) teacher

Job details

Job title: Special educational needs teacher with specific responsibility for young people with the highest levels of need within the Area Resource Base (ARB)

Salary: MPS + SEN1 allowance (currently £2149 per annum)

Hours: 1.0FTE

Contract type: Permanent

Reporting to: SENDCo

Main purpose

The SEND teacher, under the direction of Line Managers, will:

- Assist in determining the strategic development and operation of SEND policy and provision in the College
- Be responsible for designing, delivering, monitoring and evaluating a curriculum appropriate to meet the needs of learners placed within the class
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

In line with the School Teachers' Pay and Conditions Document (STPCD), the successful applicant will be expected to fulfil the professional responsibilities of a teacher, as set out in the College Teachers' Pay and Conditions Document.

Duties and responsibilities

Strategic development of SEND policy and provision

- Have a strategic overview of provision for specific pupils with SEND developing, monitoring and reviewing the quality of provision
- Contribute to College self-evaluation, particularly with respect to provision for pupils with SEND
- Assist Line Managers in ensuring that the SEND policy is put into practice, and that the objectives of this policy are reflected in relevant improvement plans
- Maintain an up-to-date knowledge of national and local initiatives which may affect the College's policy and practice

Operation of the SEN policy and co-ordination of provision

- Provide guidance to colleagues on teaching pupils with SEND, and advise on the graduated approach to SEND support
- Advise on the use of the College's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer

- Be a key point of contact for external agencies, e.g. early years providers, other Colleges, educational psychologists, health and social care professionals, etc
- Work in conjunction with the Sensory Champion to ensure the facilities for sensory development are used to best effect

Support for pupils with SEN or a disability

- Identify pupil's SEND needs
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Support plans - review and manage all support plans including Education, Health and Care Plans (EHCP) with parents/carers, pupils and external agencies as appropriate
- Communicate regularly with parents/carers
- Ensure that if the pupil transfers to another College, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the College community and access to the curriculum, facilities and extra-curricular activities
- Where required work with the designated teacher for looked-after children
- Provide effective support for children requiring personal care

Leadership and management

- Work with Line Managers to ensure the College meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information for Line Managers as required
- Contribute to the SEND improvement plan and whole-College policy development
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Promote an ethos and culture that supports the College's SEND policy and promotes good outcomes for pupils with SEND
- Lead and manage as appropriate staff recruitment
- Lead and manage any delegated budget responsibilities
- Lead and manage teaching assistants working with pupils with SEND
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis
- Any other responsibilities deemed appropriate and relevant to the role by Line Managers

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ Qualified Teacher and/or Lecturer Status ➤ National Award for SEND Co-ordination, or a willingness to complete it within 3 years of appointment ➤ Working with children with challenging behaviours, some of which may be physical ➤ Of supporting children where personal care is required ➤ Writing, monitoring and reviewing EHCPs and other plans as appropriate to need ➤ Current and relevant professional development
Experience	<ul style="list-style-type: none"> ➤ Teaching experience with children with SEND ➤ Involvement in curriculum design, monitoring and evaluation for learners with SEND
Skills and knowledge	<ul style="list-style-type: none"> ➤ Sound knowledge of the SEND Code of Practice ➤ Understanding of what makes 'quality first' teaching, and of effective intervention strategies ➤ Ability to plan and evaluate interventions ➤ Data analysis skills, and the ability to use data to inform provision planning ➤ Effective communication and interpersonal skills ➤ Ability to build effective working relationships ➤ Ability to influence and negotiate ➤ Good record-keeping skills
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to getting the best outcomes for pupils and promoting the inclusive ethos and values of the College ➤ Commitment to equal opportunities and securing good outcomes for pupils with SEND ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality

This job description may be amended at any time in consultation with the post-holder.

May 2019