

Job Description:

Special Educational Needs Teacher or Assistant

Reporting to: Special Educational Needs Coordinator (SENCO)

Role:

- To support children across the School with a range of special educational needs either individually, in small groups or through class support. Predominantly such lessons will be literacy and numeracy based with the aim of developing a child's independent learning within mainstream classes across the curriculum.
- To support pupils with physical, emotional, behavioural or learning difficulties and to enable their full or appropriate access to the school curriculum.
- To develop IEPs, schemes of work and materials to support such pupils' progress within the curriculum
- To be involved in identifying all levels of need, planning and reviewing appropriate and effective interventions.
- To collaborate closely with the SENCo at Gayhurst through weekly meetings on the development of provision and progress of pupils who are on the SEND register
- To support and advise all teachers in devising appropriate activities and strategies for the pupils and to maintain and update all appropriate data and reports.
- To provide detailed SEN reports concerning individual pupils as required.
- To liaise with parents and if required other agencies, such as the medical profession, social workers, speech and language therapists and educational psychologists.
- To have a competent understanding of the Code of Practice and any developments
- To contribute towards the application for and implementation of EHCP plans, attending all required meetings and keeping thorough notes.
- To provide information on the Department's work for inspection purposes.
- To continue training and developing personal understanding of Dyslexia and ASD conditions and appropriate strategies for support
- To disseminate advice on IEPs to relevant staff
- To meet with parents regularly and provide updates on their child's progress.
- To work flexibly in order to further develop the department's aims within the ethos of the school.
- To act as a sounding board for staff and carry out initial observations and assessments when concerns are raised or referrals made for a diagnosis of SEN.

KEY RESPONSIBILITIES:

STRATEGIC

- To work with the SENDCO and to develop and implement the School's strategy for Special Educational Needs so that it integrates with the major objectives of the school development plan and the school's Special Needs Policy.
- In conjunction with the SENDCO, to set strategic targets for teaching and learning for those children having Special Educational Needs.
- To promote the inclusion of all children with Special Educational Needs within all aspects of school life.

CURRICULUM MANAGEMENT

- To assist with the implementation of the school's Special Needs Policy.
- To ensure that appropriate, consistent support is given to those children identified as having special educational needs.
- Promoting awareness of special educational needs and disability.
- Ensuring that staff are provided with clear guidance on what steps they should follow when SEN are identified and what their curriculum responsibilities are in such cases.
Working with other professionals to develop and review individual education plans (IEPs) for pupils, involving pupils, parents/carers in the process wherever possible.
- To facilitate Annual Reviews of pupils with EHC plans and to write review Reports accordingly.
- Making sure that innovative and appropriate approaches to learning are made available to students with specific learning needs. For example: those with a low skill base, hearing or visual impairment.
- Evaluating the design and delivery of the curriculum initiatives for SEN; continuously striving to improve all aspects of these initiatives.
- Where appropriate consulting with parents and external personnel to consider initiating a statutory assessment of special educational needs.
- Ensuring that there is an effective assessment, recording and reporting system of student progress.
- Regularly monitoring appropriate ICT resources in order to influence and improve learning for pupils.

FACILITIES

- Ensuring that appropriate physical resources to deliver the curriculum are acquired and are maintained effectively thereafter, informing the SENDCO of resources that are required to support learning.
- Making sure that the accommodation is used in the most effective way to meet the needs of all pupils and of the curriculum.

ADMINISTRATION

- Making sure that there are effective systems for gathering information about the changing needs of pupils with special educational needs.
- Making sure that information about individual pupils is gathered from a number of different perspectives.
- Keeping records up to date and ensuring that only appropriate personnel have access to the details of individual pupils.

An understanding of or previous experience of working with children for whom English is a Second or Additional Language would be beneficial.

Gayhurst School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Child protection screening applies to all posts.