



# JOB DESCRIPTION

## SEND Hub Teacher

### REPORTS TO

Inclusion Team SENDCo

### GRADE

UPS1 + SEN 1 Allowance

### JOB PURPOSE

- Under the reasonable direction of the Inclusion Team SENDCo, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Lead on and have oversight of the learning, academic provision, wellbeing and outcomes of the pupils within the SEND Hub, providing an environment that is vibrant and promotes a supportive and inclusive culture across the school.
- Ensure the special educational needs of individual pupils are met within an inclusive environment that allows them access to the National Curriculum in accordance with the provisions of the Special Educational Needs and Disability (SEND) Code of Practice 2015.

### MAIN RESPONSIBILITIES

- Plan and teach inspirational, specialist and highly adapted lessons to the pupils within the Hub.
- Provide a stimulating, nurturing and well-structured learning environment suitable for pupils with special educational needs.
- Provide key contributes within the annual review process for each pupil's EHC plan, liaising closely with the SENDCo.
- Establish effective partnership relationships with parent / carers to involve them in their child's learning, as well as sharing information regarding pupils' curriculum, attainment, progress and targets, behaviour and well-being.

- Thoroughly plan all SEND Hub lessons with a view to engaging pupils through a well thought out series of activities designed to be appropriate to the level and ability of each pupil.
- Maintain a thorough working knowledge of the school's policies and procedures related to SEND and to Inclusion, including Accessibility Plan, Safeguarding and Child Protection, Health and Safety, First Aid Policy, confidentiality and data protection.
- Oversee and lead the SEND Hub on a day to day basis, fulfilling the specialist support, provision and agreement between the Academy Trust and the Local Authority.
- Develop the SEND Hub as an integral part of the Academy Trust, including the curriculum offer, knowledge and expertise that supports its pupils with additional needs, role modelling high quality provision.
- Ensure lessons consistently model best practice, using a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the curriculum.
- Oversee the development and organisation of any relevant extra-curricular activities and visits which extend learning beyond the SEND Hub classroom.
- Work with colleagues, regularly assessing and reviewing the extent to which each pupil can access opportunities within the mainstream day and lessons and, alongside colleagues, create and manage bespoke timetables for each pupil.

#### **OTHER DUTIES**

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

#### **EQUAL OPPORTUNITIES**

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Equal Opportunities policies.

#### **HEALTH AND SAFETY**

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Health and Safety policies and procedures.

#### **SAFEGUARDING**

All Trust staff have a responsibility to safeguard and promote the welfare of children and young people across the Trust.

PERFORMANCE STANDARDS FRAMEWORK COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A – Application Form I – Interview T - Test
<b>EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS</b>			
<ul style="list-style-type: none"> <li>A fully qualified teacher</li> <li>Additional qualifications relevant to the role</li> </ul>	✓	✓	A A
<b>KNOWLEDGE AND EXPERIENCE</b>			
<ul style="list-style-type: none"> <li>Experience of working with pupils with mild to moderate SEND within a specialist setting</li> <li>An understanding of assessment procedures to measure pupil progress in SEND</li> <li>Knowledge of the SEND code of practice.</li> <li>Can demonstrate a research-based approach to understanding pupil behaviour</li> </ul>	✓ ✓ ✓ ✓		A / I A / I I I
<b>SKILLS AND ABILITIES</b>			
<ul style="list-style-type: none"> <li>Ability to recognise and identify barriers and suggest solutions.</li> <li>Ability to record and pass on information accurately</li> <li>Ability to plan and organise</li> <li>A positive behaviour approach</li> </ul>	✓ ✓ ✓ ✓		A / I  A T I / T
<b>ATTRIBUTES AND QUALITIES</b>			
<ul style="list-style-type: none"> <li>Patience, compassion and a calm approach</li> <li>Good organisation</li> <li>Excellent time management</li> <li>Excellent communication skills</li> <li>Excellent interpersonal Skills</li> <li>Demonstrate a commitment to CPD relevant to the post</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓		A / T A / T A / T I / T I / T A / I
<b>COMMUNICATION</b>			
<ul style="list-style-type: none"> <li>Possesses effective verbal and written communication skills.</li> <li>Ability to develop appropriate links with parents and the wider community (including external agencies i.e. health &amp; social care professionals)</li> </ul>	✓ ✓		A / I A / I
<b>TEAM WORKING</b>			
<ul style="list-style-type: none"> <li>Ability to build relationships and to lead and work as part of a team</li> <li>Contribute to the overall ethos/aims of the school.</li> </ul>	✓ ✓		A / T A