



Arden Multi Academy Trust

JOB DESCRIPTION	
Post Title	SEN Specialist Teacher - Cognition and Learning
Salary Band/Range	MPS/UPS + SEN allowance
Responsible to	Deputy Executive Headteacher, Nick Halligan
Location	Arden Multi Academy Trust (working across our secondary schools)
DBS Check	Yes
Special Conditions	<p>This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.</p> <p>Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required.</p>

JOB PURPOSE

To work effectively in an advisory, training, monitoring and teaching capacity in relation to children referred, in accordance with school / multi academy trust policy and procedures and as part of the SEND Team.

KEY RESPONSIBILITIES

Main Duties

- To empower and enable schools within the Trust to meet the needs of children with SEND - build capacity by developing knowledge, skills and understanding
- To ensure that the special educational needs of children with SEND are met
- To support families and partners in other agencies in a person centred, team around the child approach in order to ensure the needs of children with SEND are met and their outcomes improve
- To promote Inclusion and the Arden Multi Academy Trust vision and philosophy.
- To engage with other services and colleagues within and beyond the Arden Multi Academy Trust to help ensure schools have the services and support they require to meet the needs of the children, young people and families they serve
- Assessing the needs of children with (SEND) in an educational setting (or at home where required)
- Visiting schools and settings to advise on:
 - Differentiation and modification of the curriculum, individual learning plans and teaching strategies
 - Social and emotional needs and teaching strategies
 - Implications of SEND for teaching and learning
 - This may include direct work/ teaching- one to one or with a group of children or young people
- Ensuring that the views of the child are ascertained and considered at all times.
- Providing specialist assessments and/or individual pupil SEND plans.



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- Contributing towards statutory assessments for Education, Health and Care Plans (EHCP) and annual reviews (of Statements of SEN or EHCPs)
- Planning and supporting effective strategies and monitoring and assessing the progress of children with (SEND) and using the information gained to advise those responsible for the education of the child or young person
- Providing training and coaching for schools, settings and other professionals on the educational implications of (SEND); how to identify and meet SEND; and how to secure pupils' learning and independence through specialist strategies and approaches
- Supporting and developing the work, skills and knowledge of teaching assistants/inclusion support practitioners working with children and young people with (SEND)
- Working collaboratively with families, other professionals and voluntary organisations in a person centred, team around the child approach.
 - Maintaining appropriate records as guided by service protocol to include:
 - Individual Pupil records and plans including evidence of progress and achievement
 - Records of involvement/visits
 - Records of assessments
 - Records of meetings and joint working with professionals and families
- Written advice for reviews, case conferences and statutory assessments
- Maintaining up to date knowledge of best practice in education, particularly in relation to Cognition and Learning and Special Educational Needs and Disabilities and (SEND).
- Developing and using ICT skills to advise on curricular access and for administrative purposes.
- Adhering to existing working practices, methods, procedures, undertaking relevant training and development activities and responding positively to new and alternative systems – ensuring a coherent and consistent whole service approach to practice and procedure
- Undertaking any reasonable additional duties as determined by the Headteacher.

People

- To participate in the Appraisal arrangements within the Trust.

Safeguarding

- Arden Multi Academy Trust is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

Financial

- Work within allocated budgets and in accordance with school policies and procedures concerning the use of resources.

Buildings & Equipment

- To identify and liaise with potential third party users of the schools buildings and equipment in conjunction with the Trust Business Manager
- To ensure the safe and proper use of school buildings and equipment in accordance with school policy.
- The Specialist Teacher will be responsible for ensuring that:
 - the work/meeting space in school is appropriate for family access
 - confidential files of their work (manual and electronic) are kept secure inside and outside of school.



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Health & Safety

- The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the Trust's Corporate, Departmental and School Health and Safety policies.

Policies & Procedures

- The post holder will be accountable for ensuring that he/she is aware of relevant The Arden Multi Academy Trust and school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

OTHER CONDITIONS

Mobility and Special Conditions

- The post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Trust they may be required.
- Occasional evening and weekend work may be required, for example for home visits, supporting vulnerable children and families to access holiday provision.
- To be able to transport children and their families to required appointments, to be available and correctly insured to transport children to in school time activities as well as collection and drop off.

Equal Opportunities

The Arden Multi Academy Trust is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

Variations to Job Descriptions

Due to changing client demands, duties and responsibilities are likely to vary from time to time and The Arden Multi Academy Trust therefore retains the right to amend job descriptions to reflect changing requirements.

Training and Development

The Arden Multi Academy Trust is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.