Richard Challoner School Manor Drive North
New Malden, Surrey KT3 5PE Tel: 020 8330 5947

Job Description -

Job Title: TEACHER i/c [Name of New SRP]

Reporting to: Head of Learning Support and SEND Inclusion

Responsible for the line management of:

- Allocated LSAs
- Assigned Teaching Staff
- Education Support Professionals

Links:

- Subject Leaders
- Students and Parents
- The Governing Body
- Peripatetic Support Staff
- Local Authority Staff
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Job Purpose:

To be responsible for day-to-day aspects of the support and inclusion of pupils with special educational needs/disabilities who are on roll in the [Insert Type, e.g., ASD/SEMH] Special Resourced Provision (SRP). The post holder will ensure the education and welfare of designated pupils in accordance with the school's aims, objectives, and safeguarding policies.

Responsibilities:

Management of the SRP:

- **Admissions & Transitions:** Lead annual consultation reviews for incoming pupils and conduct tours for prospective parents/students. Coordinate admissions with the Headteacher and respond to requests from the SEN team.
- **Review Processes:** Lead Annual Reviews for all students on roll within the SRP.
- **Strategic Oversight:** Lead regular SRP steering group meetings and take responsibility for submitting an annual report to the local authority.

- **External Liaison:** Liaise with multi-agency colleagues, including SaLT and OT, to ensure students' needs are being met. Work closely with the local authority to develop the provision and be involved in collaborative work with the SRP leads from other local schools
- **Compliance:** Ensure that SRP Service Level Agreement (SLA) requirements are met at all times and lead any LA/Ofsted visits involving the centre.
- **Operational Oversight:** Attend and participate in our Coordination and Oversight Group (COG) meetings once every three weeks. This is our primary forum for clarifying responsibilities and ensuring our most complex students do not fall between the gaps of our various support systems and forms an integral part of our own structures and protocols for SRPs.

Admin related tasks:

- **Communication:** Produce an annual report for parents. This should also include contributing to in school publications when appropriate.Produce a termly bulletin for parents and write up events for the school newsletter and annual report.
- **Data & Reporting:** Analyse a variety of progress and attainment data in line with current school systems to help inform priorities, reporting to Governors and Senior Leaders as required.
- **Finance:** Maintain control of the SRP budget, ensuring orders are placed as required and finances are within permitted spend limits.
- **Promotion:** Ensure the school website is kept up to date and create/update promotional brochures for the centre.

Curriculum related tasks:

- **Planning:** Plan the SRP curriculum to ensure it meets the needs of the students and provides differentiated work that promotes progression and independence.
- **Personalisation:** Use a variety of specialist teaching and learning approaches to create personalised support and clear learning objectives for each pupil.
- **Tracking & Assessment:** Coordinate the Provision Map to track progress towards targets and EHCP outcomes. Use school systems and national criteria to assess and report attainment.
- **Exams & Qualifications:** Identify appropriate courses and ensure that access arrangements for national tests and examinations are in place.
- **Enrichment:** To work with the relevant staff to ensure that students have access to school Organize trips, residential visits, and work experience programs, including all relevant risk assessments and trip forms.

Staff related tasks:

- **Line Management:** Line manage all staff based in the SRP, and liaise with the Head and Deputy Head of Learning Support with regards to dealing with coaching (in the form of our collaborative conversations model), staff development, and absences. Provide performance management in line with school policy.

- **Induction:** Provide appropriate induction and training for all new staff attached to the centre in conjunction with the wider staff induction program.
- **Staff Support:** Provide advice and support to both teaching and non-teaching staff working with SRP pupils to ensure they are supported adequately within lessons.
- **Outreach:** Share specialist skills and knowledge with staff in the school about the needs and requirements of the students in the SRP and contribute to outreach and training in the local area.

Child Protection:
All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school, which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training, which is regularly updated.

The post holder will:
- Be aware of and work in accordance with the School's Child Protection policies and procedures, raising any concerns relating to such procedures which may be noted during the course of duty
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Headmaster immediately.
- In accordance with Health and Safety regulations to take reasonable care for the health and safety of themselves and of the persons who may be affected by their activities.
- To comply with all other school policies including all Health and Safety matters, Data Protection, IT, Recruitment, Equal Opportunities - This list is not definitive.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

This job description may be reviewed in light of the developing needs of the school.

Signed: ……. **Date: ……..**

Signed: …… **Date: ……..**
Sean Maher – Headmaster