

WOOLGROVE SCHOOL
JOB DESCRIPTION



Post Held: **INCO and member of the SLT**

Name:

Responsible to: **The Headteacher / Head of Department**

Salary Scale: **UPS + TLR + SEN**

Effective from: **April 2025**

1. Purpose of the Job

To deliver high quality teaching and learning to pupils who are assigned to the postholder and the leadership of SEND specific pedagogy.

2. Main Duties

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The duties listed below are not, therefore, an exhaustive list of what is required.

- To be responsible for implementing a programme of annual review of Education, Health and Care Plans (EHCPs) for all our pupils (NOR currently 125)
- To organise a timetable of EHCP reviews which includes liaising with parents/carers, teachers and external professionals, ensuring paperwork is sent out within legal timescales, leading the meetings and sending documents to the local authority.
- To work in partnership with our Family Support Worker to provide support for parents/carers as appropriate
- Two days a week teaching in a class/es in the school
- Participate in the school's Performance Management arrangements as a Senior Leader
- Provide Inset to colleagues and across the school staff, as required
- Be responsible for the quality of teaching and learning of all pupils who are assigned to the postholder
- Supervise the work of any support staff, including nursery nurses and support teachers, who are assigned to work with the post holder's pupils
- Interpreting data to support pupil progress
- Preparing and managing statutory assessment paperwork
- Liaising with external professionals and disseminating their advice to school staff
- To act as Deputy Designated Safeguarding Person
- Work within a curriculum team to provide leadership across the school in a designated subject or curriculum area, this to include;
 - i. monitoring quality and standards
 - ii. contributing to school planning and self-evaluation
 - iii. providing professional support to other teachers and support staff

- iv. advising the headteacher on appropriate resources and materials
- v. leading appropriate professional development

There is an expectation that you will be involved in the extracurricular activities of the school.

There is an expectation that through your annual performance management you will take up the opportunity offered for further CPD.

3. Additional Duties

- i) *As specified by the Headteacher*

4. Knowledge/Skills/Expertise

- Relevant SENCo qualification (desirable)
- Experience of analysing and interpreting assessment data
- Experience of carrying out EHCP reviews and managing the associated paperwork and workload
- Experience of using EHM
- An excellent communicator who is organised and takes the lead
- Experience of successfully working with a range of stakeholders including school leaders, external professionals, parents/carers, school staff and governors
- Experience of being a Deputy Designated Safeguarding Person (desirable)

5. Job Context

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and therefore, to the progress of all pupils. All teachers, except those who are ECTs, will lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UPS3 will:

- provide a role model for professional practice in the school
- make a distinctive contribution compared with other teachers
- contribute effectively to the wider team

6. Review of duties

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.