

Great Academies Education Trust

Silver Springs Primary Academy

JOB DESCRIPTION

Post:	Resource Base Class Teacher
Reporting to:	Headteacher
Salary Scale:	Teachers' Pay Range + SEN Allowance (£3,000)
Academy Type:	The Academy is a publicly funded independent primary academy for children aged 4 – 11 with a Resource Base

JOB PURPOSE

Leading teaching and learning in our exciting, new 24-place SEND Provision.

KEY RESPONSIBILITIES

Teaching and Learning

To plan and co-ordinate the learning for children with complex Communication and Interaction and Sensory needs.

To provide high quality teaching and learning provision, so that all children make progress in line with the targets and recommendations of their Learning Plans and EHCPs.

To take account of reports from external specialists when implementing learning plans and interventions for children's learning.

To provide a broad curriculum that places emphasis on the Prime and Core areas of learning.

To be ambitious for our children's achievements no matter what their disability or additional need.

To enrich the curriculum taking account of our children's interests and ensure that they have the opportunity to develop a sense of awe and wonder.

To plan, provide and maintain a high-quality learning environment that is responsive to the needs of the children.

To work closely with the school SENDCo and SEND teacher to monitor children's progress towards their learning goals and personal targets.

To lead on our Graduated Approach Cycle for the children in the resource provision and actively contribute to EHCP annual reviews.

To supervise, plan and co-ordinate, the work and interventions of support staff within the additional provision

To keep high quality records to promote tracking and monitoring of children's progress.

To assess and report on children's progress in line with the school's policies.

Care and Support

To take responsibility for promoting and safeguarding the welfare of our children.

To set and maintain high expectations of all adults working with the children in the resource provision.

To ensure that children have the safest possible learning environment in which to explore and grow.

To have unconditional positive regard for every child and their family

To proactively develop meaningful, productive relationships with the parents and carers of the children in our resource provision to enable children to thrive.

To ensure that all children's personal and hygiene needs are met in a discrete and dignified manner.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community
- To provide support and supervision to trainees as required.

This post is subject to the enhanced level of Disclosure.

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility. The job description may, in consultation with the post holder, be changed to reflect changes to the post.

Great Academies Education Trust - Person Specification

Post: **Housekeeper for SEN Provision**

<i>CRITERIA</i>	CATEGORY	METHOD OF ASSESSMENT
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1. Educational Standard/Qualifications

• Basic reading, writing and arithmetic	Essential	Application form
• Basic Food Hygiene	Desirable	Application form (training given if required)

2. Experience

• Experienced in the use of IT	Essential	Application form / Interview
• Experience of working in a customer care focused environment	Essential	Application form / Interview
• Previous experience in a similar role	Desirable	Application form /Interview

3. Personal Qualities / Skills

• A polite and friendly manner with a good telephone voice	Essential	Application form/Interview
• Ability to communicate effectively at all levels	Essential	Application form /Interview
• Excellent customer service skills	Essential	Application form /Interview
• Ability to maintain accurate records	Essential	Application form /Interview
• Well organised and able to prioritise a busy workload	Essential	Application form/Interview
• Ability to remain calm under pressure and deal with several situations at once	Essential	Application form/Interview
• An ability to maintain all necessary confidentiality	Essential	Application form/Interview
• To be able to work as part of a team	Essential	Application form/Interview

4. Knowledge

• Knowledge of SEN provisions	Desirable	Application form /Interview
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5. Commitment and Behaviours

• Commitment to the Academy values	Essential	Interview
• Commitment to equal opportunities,		

inclusion & Health & Safety policies	Essential	Interview
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Essential: Refers to Essential Requirements without which the candidate would be unable to carry out the duties of the post.

Desirable: Refers to Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc