

# Job Description and Person Specification

## Job details

Job title: Specialist Teacher for Complex Needs and ASD

Directorate: Hackney Education

Reporting to: Area Lead

Direct/indirect reports: n/a

Budget responsibility: n/a

Grade: UPS3/TLR2a

Leadership level: operational

DBS requirement: Enhanced

## Job description

Purpose of the post:

- Specialist Teachers work in partnership with families, schools and settings to promote and support the effective inclusion of pupils with Special Educational Needs/Disabilities (SEND) through traded services bought in by schools and core services commissioned by the Local Authority.
- Specialist teachers support schools to understand and meet the needs of children and young people with a range of SEND. Specialist Teachers will train whole staff groups, advise and support school management teams, Sencos, class and subject teachers and support staff, as well as working directly with individual pupils and groups. They will model interventions and strategies, introduce and monitor programmes for pupil support and curriculum access to support each pupil's development, progress and achievement.
- The person appointed will work as a Specialist Teacher for children with ASD and / or complex needs, and will have a particular expertise in this area. They will promote our policies on Inclusion and Equalities and Diversity. They will play a key role in promoting inclusive practice and positive educational outcomes for children with SEND. Multi-agency working and partnership with parent/carers will be an essential part of the work.

Main duties and responsibilities:

### Deliver outstanding service

- To deliver a traded service to a group of schools in Hackney through a service level agreement, holding a caseload of schools and identified pupils.
- To contribute to Hackney Education's Central Continuing Professional Development programme and to deliver central and school based training sessions.

### Increase service quality and performance

- To be accountable to the Area Lead for achieving agreed service outcomes and Personal Performance Targets.

### Identify opportunities for personal and professional development

- To keep up to date with latest developments in your specialist area and take responsibility for disseminating information to colleagues, schools and settings.

### Identify opportunities for innovation/new business development

- To undertake development responsibilities to contribute to the improvement of The Integrated SEND Service
- To participate in specific projects or developments delegated by the Area Lead.

### Make best use of resources

- To recommend, introduce and monitor the use of appropriate strategies, interventions and resources

### Develop strong relationships across teams and with partners

- To work in partnership with children and young people, families, and professionals to promote positive outcomes.
- To maintain appropriate records and participate in monitoring the progress of pupils with SEND, and to attend and contribute to EHC Planning meetings and reviews.
- To contribute to multi-agency assessments and at times to take a lead professional role for pupils/parents/carers
- To attend relevant forums, panels and meetings to ensure there is a co-ordinated and integrated approach to supporting schools and parents/ carers.

### Reflect best practice and ensure compliance

- To promote Hackney Education's policies and strategies for SEND and Inclusion
- To support schools to identify and address children's needs.
- To provide professional advice, support and training to develop the capacity of schools and settings to ensure full curriculum access for children with SEND.
- To undertake preventative work in schools and settings for children whose needs are met at "School Support"
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

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#### General requirements:

- - The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
  - It is your responsibility to carry out your duties in line with our policy on Equality and Cohesion and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
  - All Hackney Education Staff are expected to demonstrate and work towards
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developing the Hackney Education Leadership Qualities which are:

- o A strong sense of direction and purpose
- o Creativity
- o Resilience
- o Credibility
- o Presence
- o Connecting
- o Self-Awareness

Job title:			
		Essential	Desirable
<b>Person Specification</b>			
<b>Qualifications</b>		✓	✓
1. Qualified Teacher Status		x	
2. Specialist qualification/or willingness to undertake training			x
3.			
4.			
<b>Experience</b>		✓	✓
5. Proven success in teaching in mainstream/special in early years, primary or secondary settings in an inner city multicultural environment		x	
6. Delivery of training to different audiences		x	
7. Working with families/carers of children with SEN		x	
8. Policy development and project development			x
<b>Knowledge/Skills</b>		✓	✓
9. Recent developments in central government policy on SEND		x	
10. Sound and current knowledge of the National Curriculum/Foundation Stage curriculum		x	
11. Sound and current knowledge of specialist area including assessment, programmes and strategies		x	
12. Ability to monitor and evaluate programmes for pupils with SEND		x	
13. Ability to plan, deliver and evaluate INSET		x	
14. Ability to keep accurate records and produce reports for a variety of purposes		x	

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15. To communicate effectively through a variety of means	x	
16. To establish good working relationships with all professionals, schools, pupils and parent/carers	x	
17. Ability to advise on policy for specialist area	x	
18. A commitment to the principles of inclusion and equality for pupils with SEN in the education environment	x	
19. To communicate effectively through a variety of means	x	

## Re-evaluation - approval (for re-evaluations, get approval to proceed from an SLT member)

I confirm approval to proceed:

SLT Member:		Signature:		Date:	
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