



SEND Specialist Teacher: Cognition and Learning

MPS/UPS + SEN Allowance

Job Description & Person
Specification

Job Description for SEND Specialist Teacher – Cognition and Learning

Grade: Emmaus Catholic MAC Pay Scales
MPS/UPS + SEN Allowance

Line Manager: MAC Inclusion Lead

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

You will join a highly collaborative inclusion team, working alongside our MAC Inclusion Lead and in partnership with SENDCos, school leaders, external professionals and families. Your expertise in cognition and learning will support schools in identifying and addressing needs, building capacity and improving outcomes for children.

You will be a dedicated and experienced SEND Specialist Teacher: Cognition and Learning to further strengthen our provision for children with special educational needs across our MAC. This role will involve working across both primary and secondary phases within our family of 14 Catholic schools.

Work under own initiative to ensure workload is prioritised and efficiently completed.

The role involves working closely with the MAC Executive Team under the direction of the MAC Inclusion Lead.

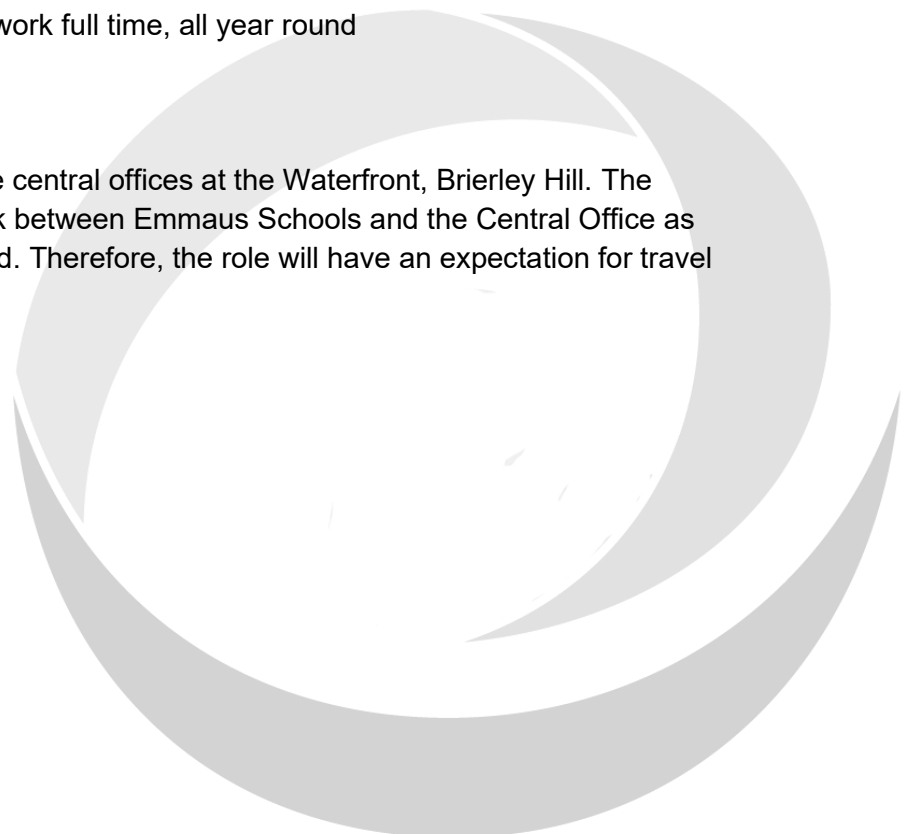
SPECIFIC RESPONSIBILITIES

DUTY HOURS

The postholder will be required to work full time, all year round

PLACE OF WORK

The postholder will be based at the central offices at the Waterfront, Brierley Hill. The postholder will be expected to work between Emmaus Schools and the Central Office as directed by the MAC Inclusion Lead. Therefore, the role will have an expectation for travel between the sites.



ADDITIONAL DUTIES AND RESPONSIBILITIES

Main Duties and Responsibilities

- To empower and enable schools within the MAC to meet the needs of children with SEND by building capacity through developing knowledge, skills and understanding.
- To ensure that the special educational needs of children are identified and effectively met.
- To work in partnership with families and professionals using a person-centred, Team Around the Child approach to improve outcomes for pupils with SEND.
- To champion inclusive practice and promote the Catholic mission, vision and values of Emmaus Catholic MAC.
- To work collaboratively with other services and colleagues within and beyond the MAC to ensure that schools have the support they need to meet the needs of the children, young people and families they serve.
- To assess the needs of children with SEND in educational settings, or at home where appropriate.
- To visit schools and settings and offer advice on:
 - Curriculum differentiation, learning plans and effective teaching strategies.
 - Social and emotional needs and appropriate approaches.
 - The broader implications of SEND for teaching and learning.
 - Where required, direct teaching with individuals or small groups.
- To ensure the views, wishes and feelings of the child are captured and inform all planning and provision.
- To provide high-quality assessments and contribute to the development of individual SEND plans.
- To contribute to statutory assessments for Education, Health and Care Plans and to the annual review process.
- To support and advise on effective provision, tracking progress of pupils with SEND, and using this to inform practice.
- To deliver training and coaching for staff on a range of special educational needs, including but not limited to cognition and learning, communication and interaction, and social, emotional and mental health needs.
- To develop the confidence and expertise of teaching assistants and support staff working with children and young people with SEND.
- To maintain clear records in line with MAC protocols, including:
 - Pupil files and support plans with evidence of progress and achievement.
 - Records of visits, assessments, meetings and multi-agency work.
 - Written contributions to reviews, case conferences and statutory documentation.
- To keep up to date with current research and best practice in the field of SEND, particularly in relation to Cognition and Learning.
- To use ICT effectively to support curriculum access and administrative processes.
- To work in line with agreed policies, procedures and quality standards, and respond positively to changes and new approaches.
- To undertake any other reasonable duties as directed by the MAC Inclusion Lead or Executive Leadership.

- To ensure the relevant legislation and guidance is met in all instances.
- To engage in professional development and appraisal as part of the MAC's performance development processes.
- To work within allocated budgets and ensure appropriate use of resources, in accordance with MAC policy.
- To ensure the appropriate and secure use of school buildings and equipment in line with MAC policy.
- To ensure workspaces used are appropriate for confidential meetings and family access.
- To maintain secure storage of all confidential information and electronic files.

Other Conditions

- Some evening or weekend work may be required, for example for the delivery of staff training, parent workshops and meetings.
- The post holder must be insured and available to transport pupils or families to activities or appointments where needed.
- Have a sound understanding of safeguarding in an educational setting and be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection.
- Be familiar with and support the School/MAC's policies and procedures.
- Contribute to the overall ethos of the School and MAC and maintain positive, professional relationships with directors, staff, visitors, and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations, and policies.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and School vehicles.

Emmaus Catholic MAC is committed to the professional growth of its staff. The post holder will be supported to identify and pursue relevant professional development opportunities.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



Person Specification for SEND Specialist Teacher: Cognition and Learning

Task	Essential	Desirable
Qualifications and Training		
Qualified Teacher Status	✓	
Evidence of recent professional development in the area of Special Educational Needs	✓	
Postgraduate qualification in SpLD (Dyslexia)	✓	
Assessment Practising Certificate (APC)	✓	
Postgraduate qualification in SpLD (Dyscalculia) or Autism		✓
NASENCo award or NPQ for SENCOs		✓
Very good numeracy, literacy and ICT skills.	✓	
Knowledge of legislation and guidance such as the Education Act 2004 and the SEND Code of Practice etc	✓	
Knowledge and Experience		
Substantial and successful experience of working with children with SEN at Primary and/or Secondary age	✓	
A thorough understanding of the barriers to learning that pupils with SEND may experience	✓	
Understanding of effective teaching and learning strategies for SEND	✓	
Experience and confidence in assessing and teaching children and young people with communication and/or learning difficulties	✓	
Experience of multi-agency working	✓	
Experience and confidence in advising others on strategies to meet the needs of children with a range of SEND	✓	
Knowledge of schools' responsibilities in relation to pupils with SEND	✓	
Ability to write high-quality reports that contribute to statutory processes	✓	
Experience and confidence in planning and delivering training		✓
Experience working across multiple schools or settings		✓
Practical Skills		
Ability to communicate complex and sensitive information effectively in writing and orally	✓	
Ability to make sound judgements and decisions	✓	

Effective time management and organisational skills, including caseload management	✓	
Ability to appropriately support and challenge SENCOs, school leaders and professionals	✓	
Self-motivated with the ability to work both independently and as part of a team	✓	
Ability to interpret and use data to inform planning and action	✓	
Proficiency in using assessment software and SEND tracking tools (e.g. Edukey, B Squared)		✓
Committed to safeguarding and welfare of all pupils.	✓	
Willing to support and promote the Catholic ethos of Emmaus Catholic MAC	✓	
Understanding of the distinctive nature of Catholic education		✓
Driver, own car.	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

