

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Children's Services

SECTION: Inclusion, Learning and Achievement

GRADE: Teachers Main Professional Scale (UPS + SEN + TLR2), Inner London Allowance

POST DESIGNATION EAH STEPS SEND Specialist Teacher

Purpose of Job:

- I. To increase capacity for early, proactive, evidence-based support for children and young people with learning needs in mainstream schools, delivered primarily through group and cohort-based interventions as part of the Experts at Hand model, working alongside the Experts at Hand Navigator and multi-disciplinary team to ensure schools can identify and respond to need in a timely way.
- II. To work with the purpose of developing inclusive practice within your assigned Experts at Hand cluster.
- III. To implement the work of the STEPS service in schools within your cluster.
- IV. To model specialist teaching to colleagues from STEPS and mainstream schools.
- V. To research and develop practice, training and resources in designated areas.
- VI. To line manage team members.
- VII. To provide INSET to schools.
- VIII. To have due regard to the service's aims and objectives and any LA policies. To share in the corporate responsibility for the care, well-being and discipline of all pupils, and for the health and safety of pupils and staff, carrying out all duties within the framework of the Greenwich Equal Opportunities Policy.

Main Duties:

1. To deliver group-based or cohort-level interventions, including jointly with other specialists in the cluster, in line with Experts at Hand delivery principles.
2. To work with the Experts at Hand Navigator and multi-disciplinary team to review incoming school support requests and determine the most appropriate response.
3. To conduct regular visits to schools within an assigned cluster, building understanding of each school's context and challenges, and identifying emerging need early.
4. To attend regular meetings as part of the Experts at Hand pilot, sharing learning and iterating the offer.

5. To promote the inclusion and acceptance of pupils with SEND in their classrooms in your cluster of schools through a range of group-based specialist teaching, modelling teaching techniques, advising on strategies for inclusion as well as follow-up and developmental work, under the direction of the STEPS Complex Needs Team Leader.
6. To support mainstream teaching staff in your cluster with planning and adapting classroom practice to meet the needs of children and young people with SEND within their settings.
7. To demonstrate lessons to and advise mainstream colleagues within your Experts at Hand cluster and research teaching methods to inform group-based practice.
8. To monitor and evaluate the effectiveness of the learning programmes, advice and support given, demonstrated in pupil outcomes where possible.
9. To source and develop new inclusive teaching resources for the service and develop resource packs for schools in your cluster.
10. To deliver high-quality INSET/training to schools within your cluster.
11. To answer/research queries about SEND from mainstream schools in your cluster.
12. To support with the organisation of transition of children across key phases within your cluster.
13. To work alongside the STEPS Team Leader and Complex Needs Team Leader on the on-going strategic development of the service including the development of the training programme.
14. To be responsible for the research and development of designated areas of service delivery developing practice, resources and training materials for staff within and outside the team.
15. To be responsible for the line management of members of the team.
16. To work with schools and other service providers within your cluster to develop local initiatives.
17. To attend regular service staff meetings.
18. To attend, participate and provide reports for relevant meetings.
19. To keep up to date with current developments and research in SEND to complement the requirements of the current Children and Young People's Plan.
20. To promote the use of ICT and online platforms for meetings and teaching, where appropriate.
21. Maintain confidentiality at all times.
22. To undertake any other work appropriate to the level and general nature of the post's duties.

23. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Council's Equal Opportunities and Customer Care policies, and the New Technology agreement.
24. To ensure that all policies and procedures are followed regarding safeguarding of children and young people.
25. To ensure that the council's GDPR policy is adhered to in all communications with all stakeholders.

Designation of the Post to which the Post-Holder normally reports to:

STEPS Complex Needs Team Leader