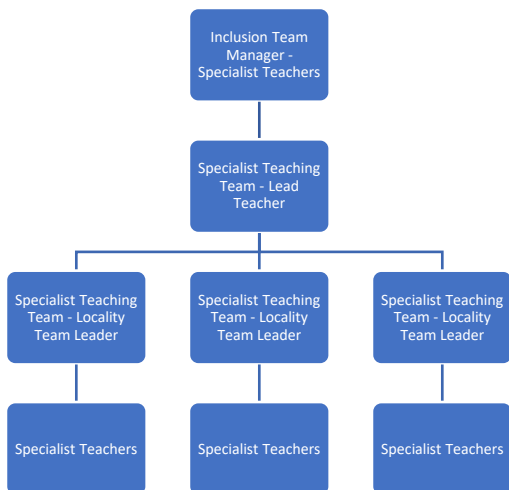


JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services		Job Ref Number:
Service Area: Inclusion		Grade: Teachers' Upper Pay Scale
Job Title: STT Supply Specialist Teacher		
PURPOSE OF JOB: To assist the Specialist Teaching Team in the provision of teaching, assessment and advisory support for pupils with learning differences/difficulties.		
TEAM STRUCTURE:  <pre> graph TD A["Inclusion Team Manager - Specialist Teachers"] --> B["Specialist Teaching Team - Lead Teacher"] B --> C["Specialist Teaching Team - Locality Team Leader"] B --> D["Specialist Teaching Team - Locality Team Leader"] B --> E["Specialist Teaching Team - Locality Team Leader"] C --> F["Specialist Teachers"] D --> G["Specialist Teachers"] E --> H["Specialist Teachers"] </pre>		
MAIN DUTIES:		
1	To be conversant with the SEND Code of Practice, 2015.	
2	To promote the work and objectives of Lincolnshire County Council through the Specialist Teaching Team;	
3	To work in partnership with Head Teachers, SENCOs, Teachers, Teaching Assistants and parents in order that appropriate programmes can be provided for learners who have Special Educational Needs (SEN) and/or who are Looked After;	
4	To be familiar with a wide range of resources, initiatives and strategies to assist in the planning of programmes to meet the needs of learners with individual learning differences/difficulties. This may be through: <ul style="list-style-type: none"> i. the preparation of programmes of work designed to enable learners to overcome their learning differences and make progress. These programmes to be implemented: <ul style="list-style-type: none"> a) in the classroom; or b) via individual or small group withdrawal; or ii. by direct teaching to learners who, following negotiations and discussion between Specialist Teaching Team and school staff, are considered to require input in line with the SEN Code of Practice 2015; 	
5	To be aware of resources and initiatives relating to SEN and to offer advice in regard to	

	best practice to school staff, Governors, parents and pupils on strategies and resources, thereby developing joint strategies to ensure that learners are confident in the learning environment;
6	Given the above point 5, to assess and advise on individual learners as requested by school. Where requested, to complete assessments and reports for examination access arrangements;
7	<ul style="list-style-type: none"> i. To be familiar with the agreed Specialist Teaching Team testing materials and to use the same to complete appropriate assessments, using the agreed format; ii. To produce an assessment report, which clearly indicates targets and strategies to address the areas of need identified in the report and provide explanations of the findings from the assessment; iii. To be confident in supporting the needs of dyslexic learners; iv. To use the agreed record keeping system; v. To present all records and reports using IT;
8	To work within the requirements of a delegated Service and to be able to plan personal timetables, liaise with schools to plan effective use of delegated time and to ensure the income target is met;
9	To meet and advise the parents of children with learning differences/difficulties;
10	To maintain liaison with schools and other relevant external agencies;
11	To attend all Service staff/training meetings/events as appropriate
12	To be responsible for maintaining pupil records to a high professional standard;
13	To participate in appropriate training activities;
14	To keep abreast of current SEN practice and research;

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Teaching qualification with QTS	A	Yes	
Further accredited Level 7 specialist qualification relevant to the teaching of children with SEND.	A		Yes
Experience in carrying out JCQ Access Arrangements assessments with suitable qualification	A / I		Yes
Recent SENCo experience at a strategic senior management level.	A		Yes
SENCo National Award qualification	A		Yes
Broad SEN experience across all Key Stages in schools	A / I		Yes
A full driving licence	A	Yes	
Flexible approach that allows for different circumstances and contexts	A / I	Yes	
Excellent interpersonal skills	I	Yes	
Ability to use own initiative, prioritise work and work to deadlines	A / I	Yes	
Ability to work as part of a team	A / I	Yes	

Awareness of the importance of confidentiality	A / I	Yes	
In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	I	Yes	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.