



## Job Description and Specification

**Job Title:** SEND ARP Lead Teacher  
**Pay Scale:** MPS/UPS plus TLR 2c

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### Main Purpose

The ARP Lead Teacher will:

- be responsible, under the direction of the Assistant Headteacher for Inclusion and SEND, for the coordination of specific provision for individual students educated with ARP support.
- ensure that provision for ARP students is of a high standard
- line manage and performance manage identified staff
- monitor and track the progress of ARP students and ensure they achieve their maximum potential
- be an outstanding classroom practitioner
- be responsible for promoting and safeguarding the welfare of children within the school

### Duties and Responsibilities

- To line manage and performance manage identified staff
- To monitor and track the progress of ARP students and ensure they achieve their maximum potential
- To ensure ARP policies are translated into practice and that you bring to the attention of SLT any which may need revisions or amendments
- To be responsible for statutory meetings and paperwork as directed by the Assistant Headteacher for Inclusion
- To contribute to the planning of curriculum content with the SEND Faculty
- To teach challenging, well organised lessons using an appropriate range of teaching strategies to meet the needs of individual learners
- Provide timely, accurate and constructive feedback on learners' attainment, progress and areas for development
- To respond sympathetically and constructively to the concerns of parents/carers
- To support the Assistant Headteacher for Inclusion and SEND and faculty leaders in monitoring and reviewing the curricular provision for ARP students
- To take a lead in amending as appropriate, securing and embedding within the ARP the pastoral and behavioural support systems present in the school.
- To support subject teachers in the effective teaching of APR students
- To liaise with colleagues both externally and internally to identify group and individual training needs and provide support for colleagues within the ARP or arrange for specialist training
- To manage, monitor and account for any budget delegated by the Headteacher and Governors for the ARP and any agreed subject area.
- To lead and participate in staff training and development opportunities as appropriate for the ARP

*Redden Court School is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people.*



## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• National Award for SEND Coordinators, or a willingness to complete it within 2 years of appointment</li><li>• Degree</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Teaching experience (primary or secondary)</li><li>• Experience of teaching students with a range of SEND</li><li>• Experience of developing and differentiating schemes of work</li><li>• Involvement in self-evaluation and development planning</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of the SEND Code of Practice</li><li>• Understanding of what makes 'quality first' teaching, and of effective intervention strategies</li><li>• Ability to plan and evaluate interventions</li><li>• Data analysis skills, and the ability to use data to inform provision planning</li><li>• Effective communication and interpersonal skills</li><li>• Ability to build effective working relationships with students, staff and parents</li><li>• Good record-keeping skills including the use of IT</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Commitment to getting the best outcomes for students and promoting the ethos and values of the school</li><li>• Commitment to equal opportunities and securing good outcomes for students with SEND</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Ability to work collaboratively and take direction as part of a team</li><li>• Patience, resilience and a good sense of humour</li><li>• Solution-focussed</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li></ul>