



Job Description and Person Specification for ARP and SEND Teacher

Post Held: ARP and SEND teacher

Responsible to: SENDco, Extended Leadership Team

Liaises with: SENCO/ SEN team, AHT/ Class Teachers and ELT

Salary: MPS/UPS

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- Support and develop SEND provision across the school through teaching groups of pupils as well as collaborating with and supporting class teachers to develop their provision, under the direction of the SENDco
- Liaise with the SENCO to ensure that the SEND Code of Practice and the Equality Act (2010) is implemented fully

Duties and responsibilities

Teaching

- To ensure the provision of an appropriate bespoke, balanced and ambitious curriculum in accordance with individual needs as identified in pupil's EHCPs
- To ensure all statutory requirements of the EHCPs are being met as well as the identified individual needs of other SEN pupils
- To ensure a positive approach to learning and inclusion
- To use a variety of suitable teaching and learning styles
- Plan and teach well-structured lessons to assigned classes/groups of pupils, adapting the school's plans, curriculum and schemes of work, showing an understanding of pupil start points, needs and barriers to learning, under the direction of the SENDco
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- To provide and/or contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils; e.g. in the context of SEND, end of year reports
- To contribute to the pupils' Annual Review process
- Provide constructive feedback to pupils on their learning
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for tests, internal and external, if required

Our School Values are Respect, Responsibility, Perseverance, Collaboration, Honesty and Inclusion

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively
- To ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Prioritise and manage their own time effectively, particularly in terms of balancing the demands placed on them by planning, preparation, assessment and subject leadership
- Reflect on and evaluate their own effectiveness, teaching practices and methods
- To keep abreast of current educational theory and practice
- To be willing to disseminate findings from training to staff within a staff meeting or training day
- To carry out any necessary changes to current practice

Communication

- Communicate effectively with pupils, parents and carers to build respectful relationships
- Communicate well and effectively with all members of staff
- Communicate effectively with Governors

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Communicate clearly with professionals both in spoken and written form
- Develop effective professional relationships with colleagues
- Train and support other colleagues on good SEN practice as directed by the SENDco or ELT

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Lead by example as a role model for other colleagues, professionals, pupils and parents
- To undertake, with all other members of staff, general responsibilities concerned with the day-to-day running of the school including playground duties

Other areas of responsibility

- To organise, support and liaise with non-teaching staff for the benefit of all pupils
- To support the SENDco with the leadership of SEND provision across the school
- Monitor and evaluate the quality of education of SEND provision across the school
- Assess children to identify pupil needs and support colleagues to address these
- Develop our enrichment offer for SEND pupils
- Report to stakeholders on the SEND provision across the school
- To support with SEND paperwork as directed by the SENDco
- Support staff and parents with development
- Participate in and contribute to parent/teacher consultation evenings and curriculum evenings
- Provide guidance and advice to pupils and parents on educational and social matters
- Make a positive contribution to the wider life and ethos of the school through the School Values and School Motto
- To take an active part in the school's involvement with the wider community
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

Safeguarding

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out.

Other

The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

| Criteria | Essential | Desirable |
|--------------------------------------|---|---|
| Qualifications and experience | <ul style="list-style-type: none"> • Qualified teacher status • Successful primary teaching experience across a range of year groups • Commitment to continuing professional development • Experience of planning for pupils with SEND needs and EHCPs • Experience of teaching pupils with a range of SEND needs • Experience of tracking, monitoring and acting on the evaluation of pupil progress SEND pupils | <ul style="list-style-type: none"> • Evidence of a SEND CPD • Experience teaching across EYFS/KS1/KS2 • Experience of working in a specialist school setting |
| Skills and knowledge | <ul style="list-style-type: none"> • Knowledge of the National Curriculum and how to adapt this to meet pupil needs • Deep understanding of how children learn and barriers for SEND pupils • Knowledge of effective teaching and learning strategies, including those for a range of SEND needs • Ability to build effective working relationships with pupils • Experience in working with parents and families • Ability to communicate effectively with parents and other stakeholders • Knowledge of guidance and requirements around safeguarding children • Knowledge and understanding of assessment to support progress, including assessment strategies for SEND pupils | <ul style="list-style-type: none"> • Personal passion for delivering a bespoke inspirational curriculum for SEND pupils • Clear understanding of how specific disorders such as ASD can impact on learning and strategies to remove barriers to learning • Experience delivering CPD |

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| | <ul style="list-style-type: none"> • Knowledge or interest in curriculum areas • Knowledge and use of effective behaviour management strategies • Good ICT skills, particularly using ICT to support learning | |
| Personal qualities | <ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children’s attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • High expectations of self as a role model to others • Works collaboratively • High quality, effective communication skills • A commitment to continuous improvement and impact • Able to prioritise, plan, organise and work effectively to deadlines | <ul style="list-style-type: none"> • An analytical thinker and confident using and presenting data • Willingness to share special talents/skills with the school • Potential and interest to develop leadership skills |

Notes:

This job description may be amended at any time in consultation with the postholder.