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**Job Description**

**Job title**: Class teacher – primary school with SENCO

**Salary**: MPS to UPS

**Contract type**: Full time, Permanent

**Reporting to:** Deputy Head teacher/ Head teacher

**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

**The Senco** will: Fulfil the professional responsibilities of a SENCO and meet the expectations on the National Senco Award or NPQ with SEND. Training can be provided for this.

**Duties and responsibilities**

**Teaching**

• Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work

• Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.

• Adapt teaching to respond to the strengths and needs of pupils and identify SEND pupils or more able pupils.

• Set high expectations which inspire, motivate and challenge pupils

• Promote good progress and outcomes by pupils

• Demonstrate good subject and curriculum knowledge including understanding the “Come and See” RE scheme

• Participate in arrangements for preparing pupils for external tests

**SENCO**

* Lead the provision for SEND within St Mary’s School, overseeing the operations of the school’s SEND policy and co-ordinate provision for children with SEND.
* Following a recent successful Ofsted Inspection this Academic Year, enable the school to meet the SEND target set: ensuring gaps in knowledge for SEND pupils are identified precisely. Routinely checking and monitoring to ensure the SEND pupils consistently receive the support they require to close gaps in their knowledge. Ensure the SEND pupils receive the accurate help required so they can achieve as well as they can. “No limits for SEND pupils” as other pupils at St Mary’s.
* Support and be part of the school’s Senior Leadership team in managing and implementing an inclusive curriculum, advising on a graduated approach to providing SEND support.
* Advise on the school’s delegated budget and other resources to meet pupil’s needs effectively.
* Work with the Headteacher and Governors to ensure the school meet its responsibilities under the Equality Act with regard to reasonable adjustments and access arrangements
* Within the context of the school’s aims and policies, develop and implement intervention and support.
* Line manage, deploy and appraise the Teaching Assistants who are one to one for children with SEND, or who support and take SEND children for interventions.
* Contribute and advise on the school’s CPD programme to ensure support, challenge, information and development necessary to sustain motivation and secure improvement in learning.
* Manage, maintain and review provision maps, individual pupil records and education plans, aiding staff in setting smart targets, Learning and behaviour plans and EHCPS.
* Liaise with Primary schools, Secondary transition schools, nursery schools, special schools, educational psychologists, health and social care professionals and relevant agencies, SENA and the inclusion team to ensure that individual children’s SEND needs are met effectively and that provision for EHCPS is fully met.
* Be a point of contact for the local authority and Trust
* Keep accurate and detailed records of meetings and discussions with parents and external agencies
* Ensure and aid staff in writing pupil’s profiles and advise them on next steps for initial concern forms. Ensure these are kept up to date.
* Use tracking of SEND data and staff feedback to effectively identify pupils who are underachieving and where necessary, create and implement effective plans of actions to support these pupils.
* Liaise with, involve and inform parents about the specifics of SEND provision for their child.
* Monitor the progress of pupils with SEND and act upon any concerns
* Liaise with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
* Contribute to the school’s pastoral work by working closely with ELSAS and pastoral staff to co-ordinate support for pupils with SEND
* Liaise, guide and work with teachers on their SEND pupils and monitor their provision for SEND children, so that there is a high quality teaching approach.
* Arrange school assessments for pupils with SEND

**As a Teacher/ SENCO**

**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

**Communication**

• Communicate effectively with pupils, parents and carers. Develop and maintain a positive approach with pupils, staff, parents and other professionals.

• Share planning, assessment and pupil information with other staff at the school

**Working with colleagues and other relevant professionals**

• Collaborate and work with colleagues and other relevant professionals within and beyond the school

• Develop effective professional relationships with colleagues

**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

**Management of staff and resources**

• Direct and supervise support staff assigned to them, and where appropriate, other teachers

• Deploy resources delegated to them

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