

JOB DESCRIPTION - CLASS TEACHER with SEND Lead

Job Title: Class Teacher / SEND Lead

1. PURPOSE OF THE JOB

- To provide professional leadership and management for a class to secure innovative learning, high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.
- To lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils
- To take responsibility for managing SEND provision and interventions throughout the school

2. CONSULTATION

In carrying out these duties, to consult, where appropriate, with the relevant senior manager, the staff in school, parents and carers, pupils and the wider community.

3. IN RELATION TO THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

AREAS OF RESPONSIBILITY AND KEY TASKS

A PLANNING, TEACHING AND CLASS MANAGEMENT, TO:

Teach allocated pupils by planning their teaching, to ensure good progression in learning for all pupils through:

- ensuring a stimulating and engaging environment which reflects the needs of the class as learners
- identifying clear learning objectives and specifying how they will be taught and assessed
- setting tasks which inspire and challenge pupils and ensure high levels of interest and achievement
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying and meeting the needs of SEN or very able pupils
- provide clear structures for lessons maintaining pace, motivation and challenge
- make effective use of assessment and ensure coverage of programmes of study
- ensure good learning through the effective teaching and best use of available time
- monitor and intervene to ensure sound learning and discipline
- ensure the safety, protection and well-being of pupils at all times

Use a variety of teaching methods to:

- match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
- use effective questioning, listen carefully to pupils and give attention to errors and misconceptions
- select appropriate learning resources and develop study skills through library, I.C.T. and other sources
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- be reflective of their own practice to improve effectiveness

B MONITORING, ASSESSMENT, RECORDING, REPORTING - TO:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor pupils' work and set targets for progress
- assess and record pupils' progress systematically and keep records to check work is understood and completed.
- monitor strengths and weaknesses to inform planning and recognise the level at which the pupil is achieving
- prepare and present informative reports to parents

C OTHER PROFESSIONAL REQUIREMENTS - TO:

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school and STARMAT
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the leadership of the school
- take responsibility for their own professional development and duties in relation to school policies and practices
- liaise effectively with all stakeholders
- take on any additional responsibilities which might from time to time be determined

D SUBJECT MANAGEMENT - SEND (not applicable to NQTs) LEADER - TO:

- lead and support SEND throughout the school, ensuring effective implementation of the SEND Code of Practice
- raise pupil achievement in the curriculum areas linked to SEND; Communication and Interaction, Cognition and Learning, Social, Emotional and Mental Health and Physical and/or Sensory needs, by monitoring, in liaison with the Senior Leadership Team, pupil progress and learning
- be responsible for promoting and developing a culture of uncompromising mutual respect between teachers and pupils
- coordinate diagnostic assessment of pupils and their placement on the SEN register
- maintain records, co-ordinate review processes, and manage support plans for pupils with additional needs
- attend, lead and minute SEND meetings as required
- develop positive and effective partnerships and communication with parents to ensure their views are considered and acted upon appropriately