**Job Description**

## Class Teacher

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**Class Teacher with SENDCo responsibility**

**Position**

Salary: MPS/UPS (with potential TLR2 payment for the right candidate)

Hours: 32.5

Contract type: full time/permanent

Reporting to: Headteacher

Responsible for: The organisation and supervision of work of teaching assistants, teaching students and voluntary helpers assisting the class.

**Principles**

The teacher will:

* Determine the strategic development of special educational needs (SEN) policy and provision in the school
* Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
* Provide professional guidance to colleagues, working closely with staff, parents and other agencies
* The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

**Responsibilities**

It is the responsibility of a Class Teacher to:

* teach a class of pupils to develop knowledge skills, understanding and abilities to the highest level, within a secure and challenging environment.
* undertake associated pastoral and administrative duties and general responsibilities as agreed with the Head Teacher.
* set high expectations which challenge pupils.
* maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment, following the school’s relevant policies
* provide a good role model for pupils.
* promote the safety and wellbeing of pupils by following the school’s Safeguarding and Health and Safety policies

**Duties**

**Teaching**

* Plan and teach well-structured lessons to assigned classes, following the school’s plans, the National Curriculum and schemes of work
* Prepare appropriate teaching materials
* Organise the classroom environment so it is purposeful and promotes independence in learning
* 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
* 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 internal and statutory assessments and moderation
* Organise educational visits and visitors appropriate to ongoing work.
* Provide records of progress and performance and annotated samples of work.
* Complete documentation necessary for, e.g, transfer to secondary education in Year 6.
* Provide oral and written reports to any other agencies entitled to such information.

**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

**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, through parents’ meetings, SEND reviews and written reports
* Prepare termly newsletters for the class and update class pages on the school website/social media channels

**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
* Attend and pro-actively contribute to staff meetings and briefings

**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

**Duties and responsibilities of a SENDCo:**

**Strategic development of SEN policy and provision**

* Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
* Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
* Make sure the SEN policy is put into practice and its objectives are reflected in the school development plan (SDP)
* Maintain up-to-date knowledge of national and local initiatives that may affect the school’s policy and practice
* Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

**Operation of the SEN policy and co-ordination of provision**

* Maintain an accurate SEND register and provision map
* Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
* Advise on the use of the school’s budget and other resources to meet pupils’ needs effectively, including staff deployment
* Be aware of the provision in the local offer
* Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
* Be a key point of contact for external agencies, especially the local authority (LA)
* Analyse assessment data for pupils with SEN or a disability
* Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

**Support for pupils with SEN or a disability**

* Support class teachers with the identification of a pupil’s SEN
* Co-ordinate provision that meets the pupil’s needs, and monitor its effectiveness
* Secure relevant services for the pupil
* Ensure records are maintained and kept up to date
* Complete relevant referral paperwork or request a needs assessment for pupils, as required
* Review the education, health and care plan (EHCP) with parents or carers and the pupil
* Communicate regularly with parents or carers
* Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
* Promote the pupil’s inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
* Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability

**Leadership and management**

* Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
* Prepare and review information the governing board is required to publish
* Contribute to the school development plan and whole-school policy
* Identify training needs for staff and how to meet these needs
* Lead training for staff
* Share procedural information, such as the school’s SEN policy
* Promote an ethos and culture that supports the school’s SEN policy and promotes good outcomes for pupils with SEN or a disability

The SENCO 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 SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.