

JOB DESCRIPTION JOB TITLE: Class Teacher & SENCo

REPORTING TO: Head Teacher

GRADE:

LOCATION: Holmesdale Infant School

Job Purpose:

You are required to carry out the duties of a school teacher as set out in the School Teacher's Pay and Conditions.

Work as a class teacher. Lead strategic development of the school's Special Educational Needs (SEN) provision and oversee the day to-day operation of that policy with the aim of raising SEN pupil achievement.

Teaching and Learning

- Monitor and evaluate pupil achievement and attainment in your class and throughout the school for our SEND pupils.
- To be an outstanding classroom practitioner achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- Plan and teach a range of subjects across the curriculum to a high standard.
- High expectations that all pupils achieve their best making at least expected progress.
- To be responsible for keeping records and written reports in line with school policies and the SEND Code of Practice.
- To work collaboratively with the whole school team, promoting co-operative professional working practices, and consulting with the SLT when appropriate.
- To liaise with parents, medical staff, advisory staff and other professionals and promote joint working whenever practicable.
- Encourage moral and spiritual growth and social responsibility amongst pupils.
- Innovate and embrace change.
- To monitor all pupils and report concerns immediately to a Designated Safeguarding Lead, recording concerns via 'My Concern'.
- To lead in at least one curriculum area; having an overview of curriculum, teaching and learning in this area and reviewing pupils progress alongside the SLT. Report to SLT on subject progress and areas for development.
- Develop, demonstrate and promote teaching and learning activities appropriate to full age and ability range.
- Be responsible for engaging in effective, sustained and relevant professional development: to co-ordinate INSET in your curriculum/responsibility areas with the support of SLT and to share information from courses you have attended.

Relationships

- Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.

- Working collaboratively and promoting the whole school perspective across the EYFS and key stage 1. This includes developing relationships and the ongoing embracement of the schools mission, aims and ethos with all staff across the whole school.
- To lead the class team; directing and deploying the Teaching Assistants; promoting collaborative working and valuing and seeking their contributions.
- Establish and maintain effective relationships with parents/carers and a range of visiting professional staff.
- Manage and develop effective working relationships with the Headteacher and senior managers in the school.

SENDCo Responsibilities

- Coordinate provision for SEND pupils so that they make good progress in their learning and achieve to the very best of their ability.
- Ensure that the school carries out its statutory responsibilities regarding all students with GRIP funding or an Education Health Care Plan – ensure funding streams are reviewed in a timely manner.
- Make applications for TAPs, GRIP and EHCP funding and referrals to external providers.
- To monitor the quality of teaching and learning for our SEND pupils, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils' work.
- Manage SEN training needs for staff – teachers, teaching assistants and midday supervisors.
- Support all staff in understanding the needs of SEND pupils.
- Lead in developments of SEND provision.
- Monitor progress towards targets for pupils with SEND.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies (such as education psychologist, behaviour support, school nurse etc) and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Ensure the SEND Policy and SEND Report are updated, shared with staff and available on the school website.
- Coordinate the work of the support staff team to ensure the needs of all pupils are met.
- Meet with parents to discuss children's individual needs and share provision & targets.
- Make arrangements to support children with SEND in assessments.
- Coordinate provision in line with the Code of Practice.

Safeguarding children and young people

- Holmesdale Infant School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

OTHER: The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.