

## **Job Description**

### **Primary School Teacher 0.8 and SENDCo 0.2FTE**

<b>Name of School:</b>	Lindridge St Lawrence CE VA Primary School
<b>Job Title:</b>	Primary School Teacher 0.8 and SENCo 0.2 FTE
<b>Time allocation:</b>	0.2FTE pro-rata SENDco Allowance
<b>To commence:</b>	September 2021
<b>Responsible to:</b>	Headteacher

This job description outlines the main duties and level of responsibility of the post. The basic duties which can be required of all class-teachers are contained within the latest edition of the School Teachers' Pay and Conditions Document at any particular time. Job descriptions will be reviewed annually, in consultation with the Headteacher.

### **Main Purpose of the Post**

- Primary School Teacher (0.8 FTE)
- Leadership of SEN across the school (0.2FTE)
- Be an enthusiastic, hardworking and creative outstanding classroom practitioner.
- Be instrumental in accelerating attainment for under-achieving pupils with SEND
- Collaborate with the Pupil Premium Leader to ensure at least good progress for disadvantaged learners
- Contribute to SLT strategic planning
- Support out of school hours learning

There is an expectation that the post-holder will work closely with the Headteacher and Governors to ensure that agreed policy and practice is implemented, developed, evaluated and amended to the benefit of all who work in and have a stake in the success of the school.

### **Key teaching responsibilities**

- To teach across all areas of the primary curriculum
- To take responsibility for the progress of a class of primary-age pupils
- To plan, prepare and present lessons that cater for the needs of the whole ability range within the class
- To motivate pupils with enthusiastic, imaginative delivery of lessons
- To create and maintain a productive learning environment through positive behaviour management

- To organise the classroom and learning resources and creating displays to encourage a positive learning environment
- To prepare and mark work to facilitate positive pupil development
- To meet requirements for the assessment and recording of pupils' development
- To provide feedback to parents and carers on a pupil's progress at parents' evenings and other meetings
- To take responsibility for coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area
- To work with others to plan and coordinate work
- To keep up to date with changes and developments in the structure of the curriculum
- To organise and take an active part in school events, outings and activities
- To liaise with colleagues and work flexibly
- To work with parents and school governors to maximise their involvement in the school and the development of resources for the school
- To meet with other professionals such as education welfare officers and educational psychologists, if required

### **Key SENDCo responsibilities**

- Be responsible for growth and development of SEND and Inclusion provision to the benefit of the quality of teaching, pupil achievement and standards
- To be responsible for devising, monitoring, evaluating and refining inclusive SEN practice under the revised Code of Practice SEPT 2013
- To formulate the strategic direction of Inclusive SEN policy and practice and implement this through actions which support the targets set.
- Work with the SLT to formulate and implement School Improvement Plan strategy which represents a coherent approach to school development and improvement in standards.
- Together with teaching and support staff identify pupils who require programmes of work or specific support to address their additional needs

- Oversee, monitor and evaluate the work of teachers and TAs in devising programmes of work which address provision map targets for individual children
- Coordinate the support of outside agencies and providers to ensure any guidance and assessment is timely and underpins the work done in school to raise attainment of children with SEND
- Track and evaluate the attainment and progress of children identified on the SEND register and prepare data reports and evaluation for SLT and Governors
- Formulate and amend as required the annual SEND action plan which contributes to wider school improvement planning. (September each year)
- To coordinate the support provided by TAs for the delivery of provision map programmes
- To work closely with the Pupil Premium Leader to ensure that inclusion/SEN provision forms part of a coherent teaching and Learning Strategy for disadvantaged learners across the school
- To undertake actions which effectively evaluate pupil performance and which complement the whole-school Self Evaluation process.
- To effectively manage learning and accessibility resources for SEND and ensure that staff and pupils have ready access to these.
- To support staff in their delivery of Inclusion Practice through a range of actions including INSET, to promote teacher expertise and consequently, pupil achievement.
- To keep up-to-date with developments in SEND through appropriate training within and outside school
- To be committed to constantly increasing personal efficacy

### **Personal Professional Learning**

- Make professional learning a high priority and if necessary commit to the masters in SEND to gain the necessary SENDCo qualification.
- Attend training and other professional development opportunities which enhance the post holder's role, confidence, effectiveness and skills in Learning and Teaching strategy.
- To embrace and engage effectively with the School's Performance Management policy and Practice
- Attendance at school staff meetings and parent's consultation evenings.

- Liaison with parents and colleagues where appropriate to support pupil progress
- To support the development and adherence of all the school's policies including equal opportunities, race relations and health and safety.
- Referral to Head of pupils causing concern.
- Promote and support Out of School Hours Learning.

### **Safeguarding Statement**

Lindridge St Lawrence CE VA Primary School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To this end, you will be required to undergo pre-employment checks.

We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.