

# **CLIFTON CE (VC) PRIMARY SCHOOL**

## **APPOINTMENT of a Primary Teacher & SENDCO**

### **Job Description**

#### **Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Executive Headteacher, in agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

#### **Teaching and Learning**

- To teach a mixed age class of children within the primary age range
- To have a solid understanding of systematic synthetic phonics and its importance to the primary curriculum
- To plan and deliver engaging, challenging lessons that inspire pupils and promote good progress and demonstrate good practice in all areas
- To adapt lessons based on secure knowledge of the pupils in the class; including those with SEND
- Create an engaging learning environment for all pupils
- Demonstrate good subject knowledge and a secure understanding of the requirements for all children to make good progress and successfully achieve
- Make effective use of assessment and ensure coverage of programmes of study
- Carry out duties in accordance with the school's policies, schemes of work and National Curriculum
- To manage the working day of class Teaching Assistants
- To work with other professionals, outside agencies and stakeholders in pupil's lives to support them in meeting their full potential
- Set targets for pupil attainment levels
- Set work for pupils absent from school

#### **SENDCO**

- To undertake and pass the SENDCO qualification, if not already achieved
- To ensure that the school carries out its statutory responsibilities regarding all children with SEND
- To lead on providing any children with disabilities and special educational needs with the support required to help them complete their education and fulfil their potential
- To lead on and oversee the implementation of the school's SEND policy and to work closely with other staff and parents to support children with SEND
- To coordinate the provision for children with SEND, and advise other staff and parents on various aspects related to meeting pupils' needs effectively
- To work with external agencies to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- To provide professional guidance to staff to secure consistently good teaching for SEND pupils
- To be responsible for managing and completing SEND administration and maintaining excellent files on all children with SEND

#### **Assessing and Reporting**

- Evaluate and monitor pupils' work and set targets to progress

- Assess and record pupils' progress systematically: keeping records to check work is understood and completed; monitoring strengths and weaknesses; informing planning; recognising the level at which the pupil is achieving
- Liaise with parents, provide them with informative reports and lead parent consultation evenings
- Work within the Code of Practice relating to SEND
- Ensure the school cycle for monitoring the curriculum is followed

### **Leadership and Management**

- To have excellent knowledge and awareness of Safeguarding
- Support and uphold all school policies
- To lead on SEND
- Manage/coordinate certain curriculum subjects as negotiated with the Executive Headteacher
- Undertake half termly health and safety risk assessments along with the other teaching staff, in line with whole school policy
- To seek to professionally develop and further progress in their own career pathway
- Contribute to staff development activities and lead on those to do with SEND
- Take responsibility for own professional development and duties in relation to school policies and practices
- Liaise effectively with staff, parents, governors and outside agencies

### **Standards and Quality Assurance**

- Support the aims, ethos and Christian values of our Church School
- Ensure that our rigorous Safeguarding Procedures are implemented and followed
- Establish effective working relationships and set a good example through presentation and personal and professional conduct
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and pupil performances
- Uphold the school's behaviour code and uniform policy
- Participate in and sometimes lead staff training
- Attend staff meetings and relevant management meetings
- Contribute to developing links within the Dove Valley Federation and with the Governors, Local Authority, other schools and the community

### **Other Duties and Responsibilities**

- Other duties and responsibilities will be discussed and agreed with the successful candidate