



THE HOWARD PARTNERSHIP TRUST
WEST HILL SCHOOL

'Helping children achieve as much as they possibly can and to flourish in adult life'

JOB PROFILE – SEN Classroom Teacher

Job Title:	SEN Teacher
Job Purpose:	<ul style="list-style-type: none"> • Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document • Meet the expectations set out in the Teachers' Standards • Deliver a full teaching commitment ensuring that their pupils receive a broad and balanced curriculum whilst ensuring the needs of the children are met • Direct and coordinate the work of support staff in the class team and contribute to the effective line management of identified support staff
Key accountabilities	
<ul style="list-style-type: none"> • Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work • Ensure that teaching approaches are adapted appropriately to meet the specific needs of the pupils in your classes • 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 external tests or assessments by the Multi Professional Team • Ensure that pupil needs outlined in their EHCP are being met at a local classroom level, liaising with SENCos or members of the school's leadership team if there are issues arising 	
Subject Specific Information	
Whole-school organisation, strategy and development	
<ul style="list-style-type: none"> • Lead an area of curriculum as identified and support others to ensure they are appropriately implementing your curriculum vision and aims (ECTs may shadow these activities where resources allow) • 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 • Provide cover, in the unforeseen circumstance that another teacher is unable to teach • Ensure that the pupils and staff in your class are organised appropriately to ensure that needs are being met throughout the day • Lead a weekly class meeting ensuring that the wider class team are fully appraised of appropriate information linked to wider school issues and pupil needs • Lead assemblies and shared celebration sessions as identified • Contribute to the school's self-evaluation cycle through engagement and production of reports as requested • Plan effectively using action plans to support the wider school development plan 	

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Ensure that all processes and policies supporting the safeguarding of children are implemented effectively and in a timely manner
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Plan for the supervision and management of the children within your staff team

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and implement new learning in classroom practice this may include attending weekly staff development sessions
- Engage in regular self-evaluation activities to improve and maintain high standards in teaching through the use of and engagement with coaching and IRIS technology
- As identified, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers
- Maintain the school values in all areas of communication both internally and externally

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
- Maintain the positive behaviour ethos of all staff at West Hill, grounded in school values
- Utilise the support and guidance provided by the wider team to ensure pupil needs are met

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
- Follow the code of conduct

Management of staff and resources

- Direct and supervise support staff assigned to you
- Contribute to the wider professional development of others in sharing best practice and information gleaned through training
- Deploy resources and budgets that are delegated to you in line with school policies

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

Additional Information

- For more information about West Hill please see: www.west-hill.surrey.sch.uk
- For more information about The Howard Partnership Trust see: www.thehowardpartnership.org
- <https://www.gov.uk/government/publications/teachers-standards>
- <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

All teachers will work within the framework of such legislation, as well as within the MAT and school policies and guidelines on curriculum and organisation. Specific variations will be made by negotiation with the Headteacher and Governing Body.



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PERSON SPECIFICATION – SEN TEACHER

Qualifications & Training	Essential	Desirable	How assessed
Qualified teacher status	✓		Application
Demonstrate the National Teacher Standards at a high level	✓		Application
Commitment to CPD and improving practice through reflection	✓		Application / Interview
Thorough knowledge and understanding of curriculum requirements and developments within primary and/or SEN	✓		Application / Interview
Skills and abilities	Essential	Desirable	How assessed
To be able to teach lessons which consistently meet the Teacher Standards	✓		Application / Interview
To use a variety of strategies to engage students and promote a stimulating environment	✓		Application / Interview
To work well in a team, contributing ideas and supporting procedures	✓		Application / Interview
To be a confident user of IT as a teaching tool	✓		Application / Interview
To contribute to the wider life of the faculty / department and whole-school, supporting extra-curricular and intervention initiatives	✓		Application / Interview
Personal Attributes	Essential	Desirable	How assessed
Excellent communication skills with the ability to relate well to children and adults	✓		Application / Interview
Ability to make effective use of data and develop timely and relevant intervention strategies to promote progress	✓		Application / Interview
Energy, enthusiasm, resilience, determination and an insistence on high standards	✓		Application / Interview
Friendly, flexible and adaptable with a "can do" attitude	✓		Application / Interview
Sensitive, patient with an ability to have the challenging conversation	✓		Application / Interview
Ability to develop effective partnerships and work collaboratively	✓		Application / Interview
Be able to work under pressure, prioritise and manage time effectively	✓		Application / Interview
Safeguarding			
<p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</p>			