

Beech Academy

Job Description

Post Title:	SEN Teacher
Salary/Grade:	MPS / UPS £25,714 - £41,604 (+ SEN Allowance)
Contract:	195 days per year. Full-time (or reduced pro-rata)
Reporting to:	Deputy Headteacher
Disclosure Level:	Enhanced
Responsible For:	The quality of learning and support to enable students to achieve targets

Purpose

- To carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.
- To teach pupils within Key Stage Three to Five in accordance with the professional duties of a teacher.
- To take an equitable share of whole school curriculum care and management responsibilities.
- To carry out your duties in line with the key tasks and management procedures of the school.

Duties – General

- To work in accordance with the school's statement of aims and values and implement strategies within policies adopted by governing body.
- To help to raise achievement and aspirations of the pupils by providing challenge, opportunity and recognising and celebrating successes.
- To liaise effectively with parents, external agencies and Trustees/Scrutiny Board Members.
- To carry out the general and specific professional duties as set out in the current 'school teachers' pay and conditions document' and teachers standards.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To undertake supervision duties.

Duties – Specific

The following roles and responsibilities are not exhaustive but give an outline of the tasks the post holder is responsible for. They do not necessarily carry out all the tasks themselves, but they ensure that the tasks are being completed

- To carry out planning, teaching and class management.
- To teach allocated pupils through appropriate planning to achieve progression of learning by:
 - identifying clear teaching objectives and specifying how they will be taught and assessed
 - setting tasks which challenge pupils and ensure high levels of interest
 - setting appropriate and demanding expectations
 - setting clear targets, building on prior attainment
 - identifying SEN or very able pupils.
- To provide clear structures for lessons maintaining pace, motivation and challenge.
- To make effective use of assessment and ensure coverage of programmes of study.
- To ensure effective teaching and best use of available time.
- To monitor and intervene to ensure sound learning and discipline.
- To use a variety of teaching methods to:
 - Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - Select appropriate learning resources and develop study skills through library, I.C.T. and other sources.
- To ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- To evaluate their own teaching critically to improve effectiveness.

Other – Specific Duties

- To play a full part in the life of the community, to support its aims and objectives and to encourage staff and children to follow this example.
- To support the academy in meeting its legal requirements for worship.
- To promote actively the Academy's corporate policies and ensure compliance.

General:

- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.

Safeguarding:

- This post is subject to an enhanced Disclosure and Barring Service check.
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.
- Record and report concerns following the Trust Safeguarding policy.
- Complete safeguarding level 1 training at least once every three years.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare, and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Ensure all aspects of Health and Safety are rigorously addressed across your department inclusive but not limited to:
- Reporting damaged broken or missing equipment/property to an appropriate person i.e. departmental link, site team, headteacher etc.

Continuing Professional Development

- To participate in the Trusts Performance Management Scheme.
- Undertake any professional development necessary as identified.

Signed: _____

Print name: _____ Date: _____

Please return a signed copy to Zoe Revill (Trust HR Administrator) within 10 working days.