

## **JOB DESCRIPTION** **SEN Teacher**

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| <b>Job Title</b>      | SEN Teacher       |
| <b>Band/Job Group</b> | MPR – UPR + SEN I |
| <b>Hours/Weeks</b>    | Term time only.   |
| <b>Responsible to</b> | SLT               |

### **Main Duties and Responsibilities**

- To provide professional leadership in a class group, securing the success and improvement of the School, ensuring high quality education and care for the pupils so that they are safe, happy and learning at school.
- To be responsible for effective and motivating learning opportunities and to set tasks and expectations which challenge pupils and ensure high level of interest according to their identified learning targets.
- Be prepared for all sessions by having individualised planning that identifies clear teaching objectives, specifies how they will be taught and assessed with clear deployment and adequate resourcing identified for all pupils.
- To provide clear structures for lessons maintaining pace relevant for pupils, motivation and challenge, differentiated accordingly for all pupils.
- Ensure that identified specialist equipment and resources are used where they have been identified to be used to meet/support pupils' education, health or care needs.
- To take lead responsibility for developing and implementing an effective provision for pupils with complex needs and liaise with relevant colleagues from education, health and care to ensure holistic and integrated approaches.
- To have a clear understanding of the curriculum, demonstrating the capacity to deliver an innovative and stimulating programme of learning.
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development.
- Apply individual support programmes, monitor outcomes and maintain records of progress as per the School's assessment framework and set targets for future progress.
- Analyse the assessment of pupil progress and achievement, including the collection of pupil assessment data, and use the results to inform planning.
- Assess, evidence and moderate - contributing to being accountable for progress of individual pupils that you teach.
- Know and understand how national, local and school comparative data can be used to set clear targets for pupils' achievement and to raise standards.
- Provide reports on individual progress to the Head Teacher and parents/guardians/carers as required.
- To organise the classroom, its resources and displays to provide a stimulating learning situation appropriate for students.
- To ensure that the available equipment and resources are used, stored and maintained efficiently.
- Adequately plan to ensure the safety of students, in line with risk assessments, while both on and off site.

- Contribute to and help implement the School Development Plan and the School SEF, ensuring that pupils achieve high standards, make progress and are safe, happy and learning.
- Contribute to effective systems for the review and performance management of identified staff.
- To ensure Learning Support Staff are well briefed and able to provide effective support to students.
- In an appropriate form, present to a range of audiences as requested by the Head Teacher.
- To continue to meet the required standards for Qualified Teacher Status and meet in full the Professional Standards for Teachers.
- Safeguard all students and ensure their safety and wellbeing. Be familiar with the School's current systems and structures as outlined in policy documents including the Health and Safety and Safeguarding/ Child Protection Policies.
- The Westminster School is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment.

**Other duties:**

- To comply with all School policies and procedures, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness, participating in training and taking responsibility for personal development.
- Work to promote the School as a valued part of its local community and also to promote a culture that students and staff conduct themselves at all times in an appropriate manner.
- Exercise vigilance in respect of Health and Safety and promptly report all hazards. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Such other duties as may be appropriate to achieve the objectives of the post to assist The Westminster School in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- This job description may be reviewed and amended in light of changing professional demands.

Issued by: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## PERSONNEL SPECIFICATION

**Post Title:** SEN Teacher

|                                        | Essential Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications/<br>Relevant Experience | <ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Experience of teaching pupils with a range of SEN</li> <li>• Experience or leading or desire to lead a team.</li> </ul>                                                                                                                                                                                                                                                         |
| Training/Special<br>Knowledge          | <ul style="list-style-type: none"> <li>• Has outstanding knowledge of teaching and learning strategies.</li> <li>• Has a very good understanding of a range of SEN and can adapt approaches to cater for this range of need.</li> <li>• A team player.</li> <li>• Committed to own training and professional development.</li> <li>• Committed to Positive Behaviour Management.</li> <li>• Willing to undertake further training and development.</li> </ul> |
| Circumstances                          | <ul style="list-style-type: none"> <li>• The ability to commit to the working the contracted hours and yearly calendar of the School.</li> </ul>                                                                                                                                                                                                                                                                                                              |
| Aptitudes, skills and<br>abilities     | <ul style="list-style-type: none"> <li>• Is an outstanding classroom practitioner</li> <li>• Has understanding of reward strategies and reporting systems for behaviour and engagement.</li> </ul>                                                                                                                                                                                                                                                            |
| Legal Requirements                     | <ul style="list-style-type: none"> <li>• The successful applicant will be required to undertake an Enhanced DBS check and any other necessary checks by the Local Authority.</li> </ul>                                                                                                                                                                                                                                                                       |