

# Harlow Academy

## Job Description

**Post Title:** SEN Teacher

**Salary/Grade:** MPS / UPS (£25,714 - £41,604)

**Contract:** 195 days per year. Full-time (or reduced pro-rata)

**Disclosure Level:** Enhanced

**Reporting to:** Academy Principal

### Purpose:

As a teacher you shall carry out the professional duties of an academy teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined. This is subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.

You are required to carry out your duties in line with the stated ethos and principles of the academy. At all times you must promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the academy's policies and procedures.

You are required to report any causes for concern relating to the welfare and safety of children in-line with academy policy and procedures.

You will attend safeguarding training as required by the academy and maintain your knowledge and understanding of your responsibility for safeguarding of children in this academy.

***PARTICULAR RESPONSIBILITIES:***

i) The post requires you to:

- teach pupils within the special academy provision in accordance with the professional duties of a teacher.
- take an equitable share of whole academy curriculum care and management responsibilities.
- carry out your duties in line with the key tasks and management procedures of the academy.
- maintain assessment and pupil records as required, including leading and managing Education Health Care Plan reviews
- lead a class team of support staff

**General responsibilities**

1. Be aware of and comply with academy policy and procedures
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the academy
4. Ensure the safe organisation of learning activities and the physical teaching space and resources for which you have responsibility
5. To be aware of confidential issues linked to home/pupil/teacher/academy work and to keep confidences as appropriate
6. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined.
7. To promote and demonstrate the academy values in all aspects of the role
8. To work and liaise with other professionals
9. To develop positive relationships with pupils, parents and carers and other staff members