

**Job Description**

**Post Held**: Special Educational Needs Teacher MPR/UPR plus 1 or 2 SEN Points

**Employment Duties:**

The current School Teachers’ Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively

**Exercise of general professional duties**

All teachers will be expected to carry out the professional duties of a teacher as outlined in the School Teachers’ Pay and Conditions Document 2020, or any subsequent legislation

**Purpose of Job:**

To teach students with Learning disabilities/ Complex Needs/ASC and to carry out such other associated duties as are reasonably assigned by the Headteacher

**Special Responsibility:**

* To teach a range of subjects to assigned groups
* To act as a Form Tutor monitoring the pastoral and special educational needs of the students in your form

**Reports to**: Assistant Headteacher

**Teaching and Learning**

* To implement school policies and schemes of work according to the individual needs of students, having high expectations and setting challenging targets
* To implement the curriculum in accordance with the school’s philosophy and policies
* To organise personalised learning activities and experiences which are differentiated to meet the individual needs and levels of achievement of each pupil
* To ensure teaching programmes are supported by clear aims and objectives with appropriate links to recognised specialist approaches used within school including; TEACCH, PECS, SCERTS, Attention Autism, Intensive Interaction and sensory regulation as appropriate.
* To manage and promote the use of Literacy, Numeracy and ICT within your subjects
* Promoting the inclusion of all students within the classroom
* Marking work and providing feedback to students and parents in line with school policy and practice.
* Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, assemblies, performances and special events
* To be responsible for planning, tracking, evaluating, assessing and reporting the teaching and learning of pupils, including; completing BSquared, devising and updating Personalised Learning Plans on a termly basis and preparing annual reports in accordance with the schools practices and policies.
* To lead on specific areas of teaching and learning within school as designated by Headteacher.
* To have pastoral responsibility for a group of pupils and undertake administrative tasks in respect of those pupils
* To be responsible for safeguarding the health and welfare of pupils using appropriate risk assessments and incident /accident recording and reporting as required by the school
* To ensure in all teaching situations the collaborative nature of working between non-teaching staff, support services and parents.
* To maintain an inclusive and orderly learning environment through the effective management of resources, lesson planning and positive behaviour support.

**Form Tutor**

* To mark the register twice per day, at the commencement of the morning session and during afternoon form time
* To monitor the pastoral, social and academic progress of the students in your form through regular review of Personalised Learning Plans and maintenance of Individual Progress Files (B Squared)
* To organise the collection of written reports from all who teach the students when required by the Head Teacher or her representative and to include a form tutors’ perspective for each student
* To foster and maintain positive links with the parents and carers of the students in your form
* To bring to the attention of the Child Protection Coordinator or the Head Teacher any worries concerning Child Protection Issues
* To promote equal opportunity of access to the Oak Lodge Curriculum for each individual student and to liaise with other colleagues to achieve this end
* To create and maintain a secure classroom environment reflecting and acknowledging the students’ gender, disability and ethnicity
* To represent the students’ interests and to respond to their concerns
* To facilitate the effectiveness of the Learners Council and encourage your students’ participation in its operation
* To work with parents producing and maintaining home/school programmes where mutually agreed and to follow agreed procedure for home/school liaison.
* To attend meetings to discuss the pastoral, social and academic progress of students in your class

**Other Activities**

* To safeguard every student’s health, safety and well being in line with school policies, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the designated person
* To promote the celebration of diversity
* Communicate and co-operate with other agencies to support the educational, development, progress and well being of individual students, participating in meetings arranged for any purposes described above, keeping records and making reports on the personal and social needs of students
* To communicate and consult with parents of students
* To participate in staff meetings including Key Stage meetings, Subject or Team meetings as requested by the Head Teacher
* To supervise students throughout the school during playtimes and at any other times requested by the Head Teacher

**Training and Development**

* Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
* To participate in performance management reviews in line with school policy
* Review and evaluate teaching methods and schemes of work

This job description is subject to amendment from time to time within the terms of the conditions of employment, as the needs of the school may require - but only to an extent consistent with those conditions of employment following consultation by all parties.

The agreed Grievance Procedure may be invoked in any dispute arising from this job description, or subsequent amendment, in which case teachers are advised to consult their professional association.

**Values and Ethos:**

**‘Learning For Life’**  
We prepare students to leave school as confident young people who are as self-reliant as their strengths and abilities will allow them to be. We believe passionately that all students should have the right to access learning at a level and in a setting appropriate to their needs that will enable them to enjoy and achieve. **If a student cannot learn the way we teach, we should teach the way they learn**. We hope through our practice to:

* Promote positive social behaviour and communication through our commitment to the [SCERTS model](https://www.oaklodgeschool.org/PDF%20Content/SCERTS%20at%20Oak%20Lodge.pdf)
* Develop enjoyment and commitment to learning and achieving
* Build on strengths and interests, develop confidence and the capacity to learn both independently and collaboratively
* Equip students with literacy, numeracy and communication skills, and the ability to enquire and make connections across different areas of learning
* Develop students’ sense of identity through knowledge and understanding of our shared and diverse spiritual, moral, social and cultural heritage
* Promote physical development and encourage the pursuit of safe and healthy lifestyles
* Enable students with physical disabilities to understand and manage their condition to enjoy the best possible quality of life
* Develop students’ capacity to build positive relationships based on mutual respect for themselves and others
* Enable students to respond positively and to cope with adversity
* Develop awareness, understanding and respect for the environment
* Promote the fundamental values of British society
* Encourage and stimulate the best possible progress and attainment.

**Person Specification**

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|  | Essential | Desirable |
| Qualifications | Qualified Teacher Status | Evidence of continuous INSET and commitment to further professional development |
| Experience | Teaching across the whole Primary age range and /or experience of working in a special school setting. | Working in partnership with parents. |
| Knowledge and understanding | The theory and practice of providing effectively for the individual needs of all students (e.g. classroom organisation, Teaching & Learning styles/strategies);  The monitoring, assessment, recording and reporting of pupils’ progress;  The statutory requirements of legislation concerning Safeguarding, Equal Opportunities, Health & Safety, Prevent, SEN (EHCP & Annual Reviews)  The positive links necessary within school and with all its stakeholders; | The links between schools, especially partner schools.  SCERTS Approach  B –Squared  Evisense |
| Skills | Promote the school’s aims positively, and use effective strategies to monitor motivation and morale;  Develop good personal relationships within a team & effective management of Teaching Assistants.  Establish and develop close relationships with parents, governor, Trustees and the community;  Communicate effectively (both orally and in writing) to a variety of audiences;  Create a positive, happy, challenging and effective learning environment.  Ability to meet deadlines and submission of reports on time.  IT literate | Develop strategies for creating community links.  Minibus Driver |
| Personal characteristics | Approachable  Committed  Empathetic  Enthusiastic  Organised  Patient  Resourceful  Sociable  Resilient |  |