**HARDWICK AND CAMBOURNE COMMUNITY PRIMARY SCHOOL**

*The school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

**JOB DESCRIPTION:** SEND Classroom Teacher

As a Main Pay Range teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document 2013, and as may be amended by subsequent Documents, and to act in accordance with the school’s ethos, policies and practices, under the direction of the Headteacher.

**MAIN DUTIES & RESPONSIBILITIES:**

**Teaching and Learning Responsibilities**

1.1 Plan and teach specialised and highly differentiated lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school’s plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes;

1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, using the schools assessment tool.

1.3 Set and mark work to be carried out by the pupil in school and elsewhere;

1.4 Participate in arrangements for preparing pupils for external tests/assessments (where appropriate).

1.5 Develop a bespoke, topic based curriculum, which both meets the academic, special and personal development/social needs of pupils

1.6 Champion the needs of pupils in your SEND class across the wider school and manage transitions into mainstream classes where appropriate.

**Whole school organisation, strategy and development**

2.1 Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision.

2.2 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

2.3 Demonstrate a critical understanding of strategies, processes and developments within SEND and reflect this understanding in daily practice.

**Health, safety & discipline**

3.1 Promote the safety and well-being of pupils in accordance with the school’s Child Protection and other relevant policies.

3.2 Maintain good order and discipline among pupils in accordance with the school behaviour policy.

**Management of staff and resources**

4.1 Promote pupil progress through the effective deployment and co-ordination of support staff

4.2 Create and maintain a carefully considered physical environment within the classroom – including displays of students work; group or independent learning areas; specialist 1:1 spaces

4.3 Deploy resources delegated to you in accordance with school policies.

**Professional Development**

5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of support staff.

5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of support staff including induction

**Communication**

6.1 Build effective relationships with parents and carers, sharing information regarding pupils’ achievement, behaviour and wellbeing

6.2 Organise and deliver open events to welcome parents and carers into the classroom for both current prospective pupils

6.3 Support pupils and their parents/carers to make the most of the educational and other relevant opportunities available to them

6.4 Liaise effectively with and signpost to other agencies when necessary, for example social care, NHS, CAMHS, EPS etc.

**Working with colleagues and other relevant professionals**

7.1 Collaborate and work with colleagues and other relevant professionals within the school.

7.2 Participate in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

7.3 Build effective relationships with external professionals to support the needs of the children in your class

**Fulfil wider professional responsibilities**

8.1 Make a positive contribution to the wider life and ethos of the school;

Specific details of the accountabilities (eg the allocated curriculum and/or pupil development accountability under paragraph 2.2 above) should be recorded below and reviewed annually by the appraiser

Personal Specification

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the site officer will carry out. The postholder may be required to do other duties appropriate to the level of the role as directed by the SBM/ Headteacher

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| Criteria | Qualities |
| Qualifications | Level 2 Award in Support Work in Schools (desirable)  Level 3 Health & Safety in the workplace (desirable or willing to undertake) |
| Experience | Caretaking  Building maintenance  Security, including alarm systems  Cleaning work  Some DIY  Working in a team |
| Skills & Knowledge | Sound knowledge of health and safety regulations  Ability to work flexibly, independently and as part of a team  Basic DIY skills  Ability to use emails for communication  Ability to plan, organise and prioritise |
| Personal Qualities | Commitment to promoting the ethos and values of the school and getting the best outcomes for pupils  Commitment to act with integrity, honesty, loyalty and fairness to safeguard assets, financial probity and reputation of the school  Ability to work under pressure and prioritise effectively  Commitment to maintain confidentiality at all times  Commitment to safeguarding and equality  Embraces change well  Deals with difficult situation effectively  Able to work flexibly and out of hours as required |
| Physical requirements | Be reasonably fit to carry out the duties of the job  Able to carry out some manual handling and lifting  Able to carry out work at high levels using appropriate equipment |