 **Job Description Early Years SEND Teacher**

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| **Employment details** |
| Name: | Signed: Date: |
| Job title: | SEND Early Years Teacher |
| Reports to (job title): | **Head Teacher** |
| Level and scale point: | Negotiable |

**Main duties/responsibilities**

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| **General duties** |
| Play an active role in the progress and wellbeing of pupils within any class or group to which they are assigned. |
| Implement the school’s schemes of work, and comply with school policies and procedures, in particular those relating to the wellbeing and safeguarding of children. |
| Attend staff meetings, inset days, parents’ evenings, parent consultation meetings, and any other functions or meetings required. |
| Assist with the organisation of, and participate in, extra-curricular activities. |
| Work with year group members wherever possible, e.g. attendance at departmental meetings, and in preparation and displays of work. |
| Take responsibility for their CPD, and keep up-to-date with developments relating to subject matter. |
| Establish effective working relationships with colleagues, and set a good example for pupils through a high level of professionalism.  |
| Participate in any appraisal arrangements made by the school which relate to their performance and that of other teachers. |

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| **Planning**  |
| Plan specific learning activities linked to the needs of children in the group |
| Set appropriate expectations for pupils’ learning, setting clear targets for pupils’ learning based on prior attainment |
| Adapt provision as required to ensure all SEND learners’ needs are met.  |
| Incorporate the use of resources into lesson plans, ensuring that equipment is in good working order and suitable for teaching use, and that resources are used effectively. |
| **Teaching** |
| Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on pupils’ prior knowledge.  |
| Deliver lessons appropriate to pupils’ different abilities and educational needs, ensuring that they are all able to progress to their potential. |
| Monitor and support the overall progress and development of the pupils within the class/classes in line with Early Years requirements. |
| Provide oral and written assessments and reports to parents and external agencies as requested |
| Use Tapestry to create an online learning journal for children |
| Use assessments of pupils’ progress to inform future teaching. |
| Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom. |
| Liaise closely with parents about achievements, behaviour concerns, SEN or other concerns.  |
| Share and support the school’s duty to provide and monitor opportunities for personal and academic growth. |
| **Managing pupils** |
| Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focussed teaching. |
| Adhere to the processes outlined in the school’s behaviour policyensuring that any poor levels of behaviour are dealt with appropriately and with due regard to a child’s SEND need.  |
| Through effective teaching, ensure that pupils are challenged and that best use is made of teaching time to promote good levels of behaviour. |
| Employ a range of teaching methods to keep pupils engaged |