

JOB DESCRIPTION

School: Wembrook Primary School

Job title: SEND Resource Provision Class Teacher

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Job Purpose

To carry out professional duties and to have responsibility for an assigned group of children.
To be responsible for the day-to-day work and management of the group and staff, plus the safety and welfare of the pupils, during on-site and off-site activities.
To promote the aims and objectives of the school and maintain its philosophy of education.

Main duties and responsibilities

- To support the SENDCO to lead and manage the day to day running of the specialist resource provision (Lily Pad).
- Work collaboratively with the SENDCO and senior leadership team to develop the strategic vision for the Lily Pad.
- Maintain high expectations of pupils and staff, promoting a positive, inclusive ethos.
- Plan and deliver high-quality, differentiated teaching for pupils with complex communication and interaction needs.
- Develop and implement personalised learning plans (PLPs), EHCP targets, and individual support strategies.
- Use evidence-based approaches, including structured teaching, visual supports, and communication systems such as Communicate in Print, Attention Autism, Makaton or AAC.
- Create a nurturing, sensory-aware environment that promotes engagement, independence, and emotional regulation.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- Work closely with mainstream teachers to support inclusion and integration opportunities.
- Liaise effectively with parents, carers, and external professionals (e.g., speech and language therapists, educational psychologists, occupational therapists).
- Contribute to annual reviews, multi-agency meetings, and relevant documentation for EHCP processes.
- Promote positive communication with families, ensuring they are partners in their child's education.
- Keep up to date with current research, guidance, and best practice in special educational needs, particularly communication and interaction.
- Participate in and contribute to whole-school CPD to build capacity for inclusive practice across the school.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- Arrange and attend parent feedback meetings, both formal and informal.
- To support effective transition of pupils.
- To ensure the efficient and purposeful deployment of support staff within the Lily Pad, maximising their impact on the care, learning, and development of all children.
- To ensure that school policies are reflected in daily practice.
- To promote the welfare of children and to support the school in safeguarding children through school policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.