



Job Description: SEND Teacher

REPORTS TO: Assistant Headteacher for Inclusion - SENDCo
Head of School
Executive Headteacher

GRADE: Teachers Pay & Conditions

KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the Trust and school agreed curriculum and school policies.

MAIN ACTIVITIES

1. To take responsibility for planning and implementing appropriate work programmes for children with SEND in small groups out of class
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

PRINCIPAL ACCOUNTABILITIES

1. To plan work for the targeted children in accordance with national, Trust and school curriculum policies and in co-operation with subject leaders and the SEND team.
2. To ensure a close match between the learning experiences offered, and the individual needs of the children, so as to give each child an opportunity to achieve to the maximum of their capability.
3. To provide children with opportunities to manage their own learning and become independent learners.
4. To create a secure, happy and stimulating environment, maintaining the highest standards of organisation, and discipline.
5. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.

6. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
7. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
8. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
9. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
10. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
11. To liaise with support staff both school based & from other external bodies as required.
12. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
13. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
14. Offer support and advice to colleagues regarding SEND pupils.
15. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
16. To work with strict adherence to data protection legislation (GDPR) in managing documents and data and be vigilant around cyber security in any IT tasks being undertaken.

Person Specification – Teacher

Selection Criteria	Method of Assessment	Essential
At the shortlisting stage, the criteria as stated below will be applied. Applicants must use concrete examples to indicate how they fulfill the criteria listed below.		
1 Experience		
1.1 To be a qualified teacher	Application form	√
1.2 To have had experience of teaching children with SEND	Application form/Interview	√
1.3 To be able to demonstrate a track record of very strong observation feedback	Application form/Interview	√
2 Abilities/Classroom Related		
The successful candidate will have:		
2.1 The ability to match teaching to children's individual needs so that one's own pupils' time is used effectively	Application form/Interview	√
2.2 The ability to use a variety of teaching styles and approaches adaptively for pupils with SEND	Application form/Interview	√
2.3 The ability to establish and maintain consistent high expectations of pupil behaviour through well focused and well-paced teaching	Application form/Interview	√
2.4 The ability to establish effective working relationships with colleagues	Application form/Interview	√
2.5 The ability to pro-actively communicate and work with parents and carers	Application form/Interview	√
3 Curriculum		
To be able to teach effectively and to ensure continuity through:-		
3.1 Knowledge of current up to date approaches and curriculum specified	Application form/Interview	√
3.2 Planning, delivering and assess learning activities to inform future planning	Application form/Interview	√
3.3 The assessment, recording and reporting of pupils	Application form/Interview	√
4 Personal Style & Behaviour		
The successful candidate will have:		
4.1 Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work	Interview	√

Selection Criteria	Method of Assessment	Essential
4.2 Self-motivation and personal drive to complete tasks to the required timescales and quality standards	Application form/Interview	√
4.3 The flexibility to adapt to changing workloads, demands and new school challenges	Application form/Interview	√
4.4 Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of pupils	Application form/Interview	√
4.5 Personal commitment to continuous self-development	Application form/Interview	√
4.6 Personal commitment to the school's professional standards, including dress code as appropriate	Interview	√
5 Special Knowledge		
5.1 Understanding of learning, social and pastoral needs of pupils	Application form/Interview	√
5.2 Awareness and understanding of the various cultures represented in urban areas	Application form/Interview	√
5.3 Awareness and understanding of the principles of equal opportunities	Application form/Interview	√
6 References		
6.1 Positive recommendation(s) in 2 professional references		√
6.2 DBS clearance/no adverse outcomes from the DBS check		√