Knowle DGE Academy

JOB DESCRIPTION – SEND Teacher

Academy:	Knowle DGE Academy
Job title:	SEND Teacher
Reports to:	Line Manager/ Head Teacher
Hours of work:	Full time
Salary:	MPG/UPS + SEN 1

Main Responsibilities

- To teach core and foundation subject with an expectation of high standards that maximises achievement of young people within the academy
- To teach a class (KS1-5) a curriculum which is both stimulating and challenging within a well organised learning environment. The academy's policy on assessment, planning, recording and reporting will be followed.
- To organise a classroom which consistently supports educational, social, emotional and mental health needs of all the young people in the class, including setting and regularly reviewing PSP's, PLIMS and EHCPs.
- To recognise and promote partnership between home and the academy for pupils.
- Work in accordance with the Academies' assessment procedures to use prior assessment data and regular assessment information to set appropriate and demanding expectations for pupils' learning, motivation, and presentation of work.
- Undertake a range of assessment, reporting and recording tasks, as agreed within Academy procedures, in a timely and professional manner including the maintenance of accurate records of pupils' work.
- To contribute to whole Academy improvement priorities.

- Work in accordance with the Academy marking guidelines to mark, monitor, and return work within a reasonable and agreed time span, providing constructive oral and written feedback and clear targets for future learning as appropriate.
- Use assessment data to identify pupils who need further support to make expected progress and take action to address the issues.
- Be familiar with the SEN Code of Practice for identification and assessment of Special Educational Needs (including Gifted and Talented) and attend meetings, submit contributions for pupils with whom you teach/ tutor.
- To establish and maintain effective communication procedures between themselves and other professionals who work within the academy such as other teachers, Tutors and Learning Facilitators. This will also include other professionals such as Educational Psychologists, Speech and Language Therapists and Health staff.
- To keep up to date with current educational thought and developments by reading and attending courses to further good practice. This includes an understanding of social, emotional and mental health difficulties, and an ethos that supports an inclusive approach to teaching and learning.
- To provide written evidence/verbal feedback on young people's progress for Academy reports/Parents' Evenings, including the use of the school's assessment programme in providing regular, up to date feedback to the young people they work with
- To cultivate a professional partnership with Learning Facilitator's (LF's) and involve them in planning, delivery and understanding the work being completed with the class.
- To comply with the academy's policies and procedures including safeguarding and physical intervention.

<u>Curriculum Provision:</u>

● To liaise with the Deputy Head/Head of English to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Development Plan/School Self Evaluation.

● To ensure reading is a priority within English and within other subjects.

● To ensure literacy-based interventions are implemented, tracked and reviewed in classes taught.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at the start of the year and it may be subject to modification and amendment at any time after consultation with the holder of the post.

Knowle DGE Academy

(Teacher)

	ESSENTIAL	DESIRABLE
Qualifications	• Teaching Degree or PGCE. • Willingness to participate in further professional development.	• Qualification in Special Educational Needs.
Experience	Teaching children in either KS 1,2,3, 4 or 5 At least 1 of the following: • SEMH/ASC/SLCN Teaching • Experience of working with children with challenging behaviour. • Experience of working with SEND in either a special or mainstream setting.	• Teaching students with SEMH, ASD, SLCN. • Teaching in a specialist provision. • Middle management/ Leadership training and/or experience. • Experience leading a team.
General Knowledge	• Excellent behaviour management skills. • Excellent communication skills. • Excellent ICT skills. • Experience of and commitment to team work in planning, delivery, review and development. • Knowledge of safeguarding requirements and actions.	• Disability Equality awareness. • Team Teach Qualification.

	● The ability to assess and evaluate pupil attainment and plan subsequent teaching accordingly.	
Subject Knowledge	● New National Curriculum Programmes of Study. ● Familiar with Entry Level/ Functional Skills/ GCSE specifications. ● Excellent teaching skills with knowledge/experience of and proven quality in subject area of specialism. ● Excellent teaching skills with knowledge/experience of and proven quality in subject area of specialism. ● Effective tracking of pupils' progress in a curriculum area and implementing strategies to raise standards with the ability to work alongside other professionals to deliver a bespoke curriculum for each pupil.	● Experience and knowledge of programmes of study for example entry level, function skills, GCSEs. ● Experience of teaching other Key Stages
Attitude	● Commitment to the provision of high quality education and pastoral care for all pupils. ● Able to demonstrate a commitment to safeguarding and promoting the welfare of children and young people. ● Commitment to a team ethos/approach. ● Commitment to continued professional development. ● Positive ethos to working with parents/carers, colleagues and Governors ● Good sense of humour. ● Believes in Inclusive Education and building relationships (holistic approach).	● Commitment to supporting residential trips/camps for young people. ● Commitment to After-school clubs and wider enrichment activities.

	● Commitment to parent/carer partnership in education and developing links between school, home & the community.	
Working Conditions	● Non smoking environment. ● Physically fit and able to use Team Teach (Physical Intervention, techniques when necessary).	● Driver (Mini Bus driver) ● Clean driving license

Explanatory Notes

Applications will only be accepted from candidates completing the appropriate Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

1. Candidates should be aware that all posts in Knowle DGE Academy involve a degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of supporting positive behaviours.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- List 99 Check
- Satisfactory DBS Enhanced Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.