

Oakthorpe Primary School



Job description

SEND Teacher

Purpose of this role

- The post holder will take responsibility for a class of children determined on an annual basis by the Headteacher and SENCo and in accordance with the duties listed below.

Duties and Responsibilities

- The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.
- This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher and governing body by the post holder in the role of SEND teacher.
- To lead, manage and develop SEND provision, ensuring a high standard of provision for pupils.
- To uphold and support the relevant policies and procedures for SEND.
- Have an impact on educational progress for a cohort of pupils.
- To liaise with internal staff regarding pupils needs and their provision.
- To plan, conduct and write up Educational Health Care annual reviews.
- To establish and maintain a high level of parental engagement and communication through various platforms such as workshops and parent evenings.
- To monitor and review SEND targets on a termly basis.
- To liaise and meet with external parties including local authority representatives and specialist professionals.
- To co-ordinate the planning, resourcing and environments.
- To create and manage provision maps and timetables and line manage the assigned support staff.

General Responsibilities

- Teaching all pupils in your class according to their individual starting points and educational needs.
- Creating a well ordered, safe and secure environment that will ensure the educational well-being of individual children within the group.

- Making effective use of ICT to enhance learning and teaching.
- Undertaking careful planning and delivery of the curriculum, including adapting the curriculum to suit the needs of all learners.
- Contribute to the annual review of pupils Education Health and Care Plans (EHCPs).
- Ensuring careful and ongoing assessment of the pupils learning to inform further planning.
- Work as part of a team to track the progress of individual children and intervene where pupils are not making progress.
- Ensuring that the curriculum is differentiated to meet the needs of all learners, using the starting points of children as the basis for planning.
- Work alongside the specialist and professional school leaders to incorporate relevant strategies into daily practice.
- Plan, teach and review against the outcomes outlined in pupils Education Health and Care Plans (EHCPs)
- Ensuring that equal opportunities are implemented in the classroom and throughout the school.
- Developing and maintaining positive relationship with parents, which involve them actively in the classroom and in the learning process.
- Participating in planning and staff meetings.
- Contributing to the whole school ethos, pupil wellbeing and safeguarding.
- Contributing towards the development of the school and implementation of whole school policies.
- Contributing and co-operating with other staff and professional agencies as appropriate to the needs of the children.
- Undertaking in-service training for further development as a teacher.
- Undertaking other duties, which may be reasonably assigned by the Headteacher to ensure the smooth running of the school.

Other Responsibilities

- In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

Key Organisational Objectives

- The Postholder will contribute to the school's objectives in service delivery by:
 - Enactment of Health and Safety requirements and initiatives as directed
 - Ensuring compliance with Data Protection legislation
 - At all times operating within the school's Equal Opportunities framework
 - Commitment and contribution to improving standards for pupils as appropriate
 - Contributing to the maintenance of a caring and stimulating environment for pupils

Last review date: _____

Next review date: _____

Headteacher/Line Manager's signature: _____

Date: _____