

**THE HIGHCREST ACADEMY**

**JOB DESCRIPTION**

**SEND TEACHER**

**Job purpose:** You will be directly accountable for the academic achievement, behaviour and pastoral care of the students in your classroom.

**Responsible to**: Special Educational Needs Co-ordinator as Head of Department and ultimately the Principal.

***Main Duties and Responsibilities:***

* Plan, prepare and deliver learning activities in line with the alternative curriculum on offer and make use of the resources available.
* Deliver effective lessons that are adapted for individual student learning needs and be fully aware of individual student needs.
* Ensure the required standards of classroom management and student behaviour are met.
* Monitor, evaluate and review practice and revise strategies to ensure students engage and underperformance is challenged.
* Be prepared to share strategies and teaching methods with school community.
* Attend briefing and department meetings.
* Maintain good timekeeping and a professional appearance.
* Take part in the agreed Performance Management procedure.
* Follow the academy core routines, Behaviour Policy and additional procedures for behaviour management and rewards.
* Follow the academy’s and department’s safety policies at all times.
* Ensure learner portfolios are managed, moderated, and marked in line with subject specification and mark work according to the Assessment Policy of the academy and procedures of the department.
* All staff are required to read and understand the current and future versions of Keeping Children Safe in Education, Part 1 and Appendix A along with the academy’s policies relating to Safeguarding and Child Protection, all of which are available electronically.
* The Academy has a clear process where every member of staff must report any concern they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
* All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. This policy applies to all personal data, regardless of whether it is in paper or electronic format.
* The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.
* The Academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant’s start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

**Postholder**

Signature: …………………………………………………..

Printed Name: …………………………………………………..

Date: …………………………………………………..

**Line Manager**

Signature: …………………………………………………..

Printed Name: …………………………………………………..

Date: …………………………………………………..