

Teacher (SEND) Job Description

We warmly welcome applications from enthusiastic and committed **Early Career Teachers (ECTs)** who have a keen interest in *Special Educational Needs and Disabilities (SEND)* and a proactive approach to continued professional development (CPD).

Charlton Park Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details	
Salary:	Dependent on experience
Contract type:	Permanent/ full-time
Reporting to:	Quality of Education lead

Main Purpose
<p>The teacher will:</p> <ul style="list-style-type: none">Fulfill the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions documentMeet the expectations set out in the Teachers' StandardsDeliver personalised programmes of learning that ensures the highest levels of progress for students.Monitor and evaluate pupil progress and make adjustments to programmes of learning in response to the outcomes.Lead, and effectively deploy learning support assistants within the class team, in order to impact on pupil progress. Line manage and appraise identified support staff.Ensure the safeguarding, safety and well-being of students at all times.Assist in the smooth running of the school at all times.

Duties and responsibilities	
Teaching and Learning	<p>The teacher will take responsibility for the following areas for their class:</p> <ul style="list-style-type: none">Plan and teach well-structured lessons, following the school's plans, curriculum (LTPs and MTPs)Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessmentAdapt teaching to respond to the strengths and needs of pupilsSet high expectations that inspire, motivate and challenge pupilsPromote good progress and outcomes by pupilsDemonstrate good subject and curriculum knowledgePlanning and delivering lessons with differentiated outcomes.Planning and assessing the curriculum delivery for each individual in the class group, including personalised learning programmes for individual students.Motivating students to engage in learning opportunities and support students to build their confidence to learn and their self-esteem and mental well-being.

	<p>Behaviour management in accordance with school behaviour policy, which includes supporting interventions and writing and implementing positive behaviour support plans for individual students.</p> <p>Record and monitor student work and prepare the required information for Education Health and Care Plans (EHCP).</p> <p>Review students' <i>My Learning Journey</i> targets each term and set new goals accordingly.</p> <p>Participate actively in both internal and external moderation processes.</p> <p>Analyse assessment data and contribute meaningfully to Pupil Progress Meetings to help inform next steps and appropriate interventions.</p> <p>Collaborate with a range of therapists and implement programmes as directed by them.</p> <p>Direct the work of learning assistants to ensure there are outstanding expectations and outcomes for learning of all students and groups through targeted and focused interventions.</p> <p>When required, liaise with other agencies who may contribute to the development of programmes of learning or behaviour management and implement their advice.</p> <p>Applying current, evidence-based educational research to inform and enhance classroom practice, ensuring that teaching strategies are grounded in the latest developments in pedagogy and have demonstrable impact on student learning outcomes.</p>
Pupil well-being	<p>The teacher will take responsibility for:</p> <ul style="list-style-type: none"> Pastoral care and safeguarding of the students in their class. Reporting any concerns to the designated safeguarding lead. Monitor attendance for patterns of absence and alert the Inclusion Lead. Attending meetings with multi-agency professionals, as appropriate, and in liaison with members of SLT. (for example, annual reviews, safeguarding meetings)
Whole-school organisation, strategy, development and values	<p>The teacher will:</p> <ul style="list-style-type: none"> Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision Make a positive contribution to the wider life and ethos of the school Work with others on curriculum and pupil development to secure co-ordinated outcomes Be positive and respond to situations in a calm, professional manner at all times. Be self-motivated, creative, robust and resilient. Carry out responsibilities while being flexible and adaptable. At all times model good relationships, attitudes and behaviour. Work collaboratively within a team using own initiative. Understand and respect social, cultural, linguistic, religious and ethnic backgrounds. A high level of commitment to safeguarding, inclusion and equality in all aspects of Academy life. Demonstrate a willingness and ability to improve your own practices and to act on feedback.

	<p>Support the SLT in their duty to ensure that the school meets its educational aims to deliver the best possible educational outcomes for students.</p> <p>Act as a positive ambassador for Charlton Park Academy and make a meaningful contribution to the school community.</p> <p>Demonstrating a strong commitment to the school's values in all aspects of professional conduct, fostering a positive, inclusive, and respectful learning environment that reflects and reinforces the ethos of the school.</p>
Health, safety and discipline	<p>The teacher will:</p> <p>Promote the safety and wellbeing of pupils</p> <p>Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment</p>
Professional development	<p>The teacher will:</p> <p>Take part in the school's appraisal procedures</p> <p>Take part in further training and development in order to improve own teaching</p> <p>Take part in the Instructional Coaching programme</p> <p>Where appropriate, take part in the appraisal and professional development of others</p>
Communication	<p>The Teacher will:</p> <p>Communicate effectively with pupils, parents and carers and other professionals</p> <p>Maintaining effective and proactive communication with parents and carers through a variety of channels, including participation in annual reviews, parent meetings, and parents' evenings.</p> <p>Teachers are also expected to engage in regular contact using each family's preferred method of communication (e.g., contact books, email),</p> <p>Contribute to the school's termly newsletter to ensure families are well-informed and engaged in their child's education.</p>
Working with colleagues and other relevant professionals	<p>The teacher will:</p> <p>Collaborate and work with colleagues and other relevant professionals within and beyond the school</p> <p>Develop effective professional relationships with colleagues</p>
Personal and professional conduct	<p>The teacher will:</p> <p>Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school</p> <p>Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality</p> <p>Understand and act within the statutory frameworks setting out their professional duties and responsibilities</p>

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out

Person specification	
CRITERIA	QUALITIES
Qualifications and training	<p>Qualified teacher status</p> <p>Successful teaching experience [this post is open to ECT's who are willing to engage in a comprehensive training, mentoring and Instructional Coaching programme]</p> <p>Evidence of professional development relevant to this role</p>
Skills and knowledge	<p>Good knowledge of legislation and guidance on curriculum requirements</p> <p>Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff</p> <p>Excellent communication and organisational skills</p> <p>Knowledge of effective teaching and learning strategies</p> <p>A good understanding of how children learn</p> <p>Ability to adapt teaching to meet pupils' needs</p> <p>Ability to build effective working relationships with pupils</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Knowledge of effective behaviour management strategies</p> <p>Good IT skills</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> <p>Ofsted inspection framework.</p> <p>The impact of therapeutic interventions in the management of behaviour and pupil well-being.</p>
Personal qualities	<p>High expectations for all pupils and belief in bringing out the best in all</p> <p>Commitment to upholding and promoting the ethos and values of the school</p> <p>Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to equality</p>

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Principal/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____