

FELIX PRIMARY SCHOOL JOB DESCRIPTION

SPECIALIST UNIT TEACHER (FULL-TIME)

Line Managers job title:	SENCO
Salary:	MPS/UPS
Tenure:	Fixed term contract
Contract type:	52 weeks
% of FTE	100%

THE POST

Provide high quality adaptive learning provision under the direction of the SENDCO that constructively evaluates and drives forwards our high standards and pupil progress across all aspects of Specialist Unit provision and access to main school curriculum for learners within the Specialist Unit.

Support and display an ethos of high expectation and aspiration in which staff set and model challenge and expectation through teaching and interaction with pupils and families.

Carry out all required activities as directed to ensure the planning, delivery and assessment of effective provision within the allocated Specialist Unit.

Contribute to the delivery of an accessible, broad and balanced curriculum to all Specialist Unit learners.

Contribute to the effective coordination, delivery and impact review of specific EHCP provision (Section F) as stipulated in individual Education Health and Care Plans.

Deliver the content of and contribute to the review of Support Plans for Specialist Unit Learners.

Contribute to the tracking of performance data to monitor progress, challenge staff and engage pupils & families.

Liaise with and support the role of external agencies to ensure that provision for Specialist Unit learners is of the highest quality.

Contribute to the review of Specialist Learners' progress including EHCP annual reviews, PEPs etc

Liaise regularly with families, carers, learners, Subject Teachers and other Specialist Unit Lead Teacher to encourage and support access to main school learning for Specialist Unit learners

Monitor and reflect on the impact of High-Quality Adaptive Teaching and provision on learners' behaviours for learning and make adaptations where required within your teaching.

Work closely with families and carers to ensure behaviour expectations are well understood and adhered.

Support effective transition to/from FELIX PRIMARY SCHOOL including completing visits to current schools and communication with relevant stakeholders including transition school staff, families, and external agencies.

Undertake the SU professional development programme to ensure you have the skills and knowledge needed to meet both whole cohort and individual needs.

Ensure that Felix Primary School reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity, and community cohesion, and supports pupils to become successful integrated citizens.

PERSON SPECIFICATION

Qualifications

Qualified to degree level.	Essential
Qualified Teacher Status.	Essential
Professional Development in preparation for Middle Leadership	Desirable
Professional Development in meeting the needs of SEND learners	Desirable

Experience

Proven, recent, successful classroom practice that motivates, challenges and develops learners with SEND and includes excellent knowledge of how to build and sustain a learning community.	Essential
Working productively with learners, families and the wider community.	Essential
Proven experience in leading and delivering personalised curriculum provision for SEND learners	Essential
Using successful systems to monitor and evaluate student performance; ensuring excellent outcomes for all.	Essential

Experience of working within a SEND specialist Primary and/or Secondary setting.	Essential
Experience of working with external agencies.	Desirable
Understanding the importance of undertaking CPD to develop your skills and knowledge.	Desirable

Skills

Demonstrate personal and professional integrity and an ability to model the values and vision of the school.	Essential
Excellent communication skills with a range of audiences.	Essential
Emotional resilience in working through challenges.	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children.	Essential
Demonstrate personal enthusiasm for and commitment to the learning process including a capacity for sustained hard work with energy and enthusiasm.	Essential
Be able to receive effective feedback and act to improve personal performance.	Essential
Excellent skills of collaboration for the benefit of pupils.	Essential

Personal Attributes

Passionate about education and educational issues.	Essential
Ability and energy to inspire the best in learners.	Essential
Exceptional personal integrity and character.	Essential
Evidence of commitment to continuous professional development.	Essential
Personal confidence, determination and resilience.	Essential
Displays sensitivity.	Essential
Sense of humour and approachability.	Essential
Both a team player and a leader.	Essential
Displays emotional resilience.	Essential

Safeguarding | Child Protection

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People (January 2009). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Felix Primary School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

General Data Protection Regulation (GDPR)

The post holder will hold and process any personal data including sensitive (special category) personal data relating to students and parents / carers in accordance with our legal obligations, for the purposes of safeguarding and child protection and in the manner set out in the Privacy Notice for parents and students and in accordance with our Data Protection Policy which can be accessed via the Headteacher at your request.

Freedom of Information

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

Physical Demands

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Felix Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

HOURS OF WORK

Working weeks	52 weeks
Hours per week	1 FTE
Normal Working Pattern	Monday -Friday
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Continuing Professional Development Days	Your working hours include the automatic requirement to work on all CPD days.

REMUNERATION

- MPS minimum – UPS maximum

The post-holder will be auto enrolled to join the Teachers' pension scheme.

DRESS CODE

The post-holder will be expected to wear workwear appropriate to the role and protective clothing will be provided by Felix Primary School where appropriate. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Felix Primary School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Felix Primary School' Performance Management programme.