

Teacher & SENDCo

Job Description



All Saints' CE Primary School, Dudwell Lane, Halifax HX3 0SD

All Saints' is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

The following information is provided to assist teaching staff to understand and appreciate the work content of their post and the role they are to play in the school.

The following points should be noted:

- The post holder is required to carry out the duties of a teacher as set out in the School Teachers' Pay and Conditions Document and in accordance with the school's aims and policies.
- In addition, if the post holder is on the UPS scale, they will be required to carry out additional duties and responsibilities to those listed, in relation to specifics within their role.
- All teachers will work in accordance with the Teaching Standards

The following information is furnished to assist staff joining All Saints' to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.
- All Saints' is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.
- All Saints' is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Prime objectives of the post

- 1.1 To teach children in the primary school (4-11) age range in the role of class teacher.
- 1.2 To act as a curriculum subject leader of 1 or more subjects throughout the school

Responsibilities/Range of Duties

- 2.1 To be responsible to the Headteacher, Deputy Headteacher or their representative.
- 2.2 To have responsibility for... (subject(s) to be confirmed).
- 2.3 To write a subject policy (where appropriate) and scheme of work for (to be confirmed) and to monitor and evaluate the implementation.
- 2.4 To audit resources, and recommend ordering additional resources to the responsible person.
- 2.5 To provide curricular guidance and support to other members of staff, and where appropriate, working alongside individual teachers.
- 2.6 To liaise with outside agencies, parents and other professionals as appropriate.
- 2.7 To lead school assemblies as necessary.
- 2.8 To deliver staff INSET.
- 2.9 To plan collaboratively with colleagues as necessary.
- 2.10 Be responsible with the Headteacher for the continuing development of the curriculum within the policy guidelines of the Governors and the National Curriculum.
- 2.11 To contribute to the promotion of the Christian ethos of our Church School.
- 2.12 To follow the school's safeguarding procedures and understand that safeguarding is everyone's responsibility.

Teaching and Pastoral Care

- 3.1 To plan and prepare lessons appropriate to the interests, needs, experience and existing knowledge of the pupils so that children are challenged and engaged at all levels.
- 3.2 To teach a class of children within the primary range, and within that context, be aware of individual needs within the classroom, both educational and pastoral.
- 3.3 To have high expectations and to create a learning environment of high quality.
- 3.4 To maintain good order, discipline and respect for others in line with the ethos of the school and the Positive Behaviour Policy.
- 3.5 To mark and assess pupils' work in accordance with the Marking and Feedback Policy and Assessment Procedures.
- 3.6 To work within the stated curricular organisational and philosophical aims of the school and assist in achieving their effectiveness.
- 3.7 To co-operate with other members of staff to achieve the overall aims and objectives of the school.
- 3.8 To build and maintain cooperative relationships with parents/carers and to communicate with them information on pupils' learning and progress.

Professional Conduct

- 4.1 To adhere to the Staff Code of Conduct.
- 4.2 To be approachable and pleasant to pupils, parents and colleagues.
- 4.3 To be punctual for work and supervisory duties.
- 4.4 To attend to routine administrative matters promptly, and to be within time for agreed deadlines.
- 4.5 To carry out any additional duties within the terms of current conditions of service, as the Headteacher may reasonably require.
- 4.6 To champion the school's agreed development areas/priorities.
- 4.7 To respect confidentiality in all its forms.

Professional Development

- 5.1 To review regularly personal teaching methods and programmes of work.
- 5.2 To undertake, as necessary or required, in-service training to ensure continued professional development as indicated in the school aims.
- 5.3 To keep up to date with current educational thinking and practice.
- 5.4 To fulfil the wider professional responsibilities of school life (Standard 8).

Role of SENDCO

- 6.1 To be a class-based teacher as allocated by the Headteacher with sufficient non-contact time to support your Inclusion Leader role.
- 6.2 To manage appropriate SEND resources and to ensure that they are used efficiently, effectively, and safely.
- 6.3 To develop curriculum resources to ensure that pupils with SEND have the necessary levels of support.
- 6.4 To manage the implementation of an inclusive curriculum.
- 6.5 To sustain the effective teaching of pupils with SEN across the school leading to high quality outcomes.
- 6.6 To manage the provision of SEND, including the allocation of support time, support with writing of individual education plans and applying for statutory EHC plans as required.
- 6.7 To liaise with relevant outside agencies to ensure that the SEND needs of individual pupils are met effectively.
- 6.8 Ensure that accurate and detailed records are kept of meetings and discussions with parents, outside agencies and vulnerable children register.
- 6.9 To ensure that the SEN Register is kept accurate and up to date and that staff are kept informed of pupil special educational needs.
- 6.10 To work with staff to ensure that individual education plans are used to set subject-specific targets and match work well to pupils' needs.
- 6.11 To monitor the effectiveness of individual education plans and support in annual reviews.
- 6.12 To use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
- 6.13 Report to governors when required
- 6.14 Research and bring innovative ideas to school development planning

To work in the location of the school grounds and at other sites when required.

The above job description will be reviewed. However, if necessary after consultation with you, it may be amended in consideration of the changing needs and development of the school.

Signed:

POSTHOLDER _____ DATE: _____

HEADTEACHER _____ DATE: _____