

## **JOB DESCRIPTION**

**POST:** Teacher  
**GRADE:** TMS/UPS + SEN 1 Allowance  
**LOCATION:** Special Schools

SAND Academies Trust Special Schools cater for children of all ages with a wide range of special needs, and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

### **JOB PURPOSE**

To teach children with special educational needs.

As a class teacher, to undertake related pastoral and administrative duties.

To understand and incorporate all areas of pupils Education, Health and Care Plans (EHCP) in day to day provision.

### **MAIN DUTIES AND RESPONSIBILITIES**

- to be responsible for the welfare, safety and discipline of a class of children within the appropriate department
- to liaise with the Head of Department
- to undertake a teaching timetable as required
- to appropriately deploy staff allocated to a classroom (i.e. LP's, students, etc)
- to liaise effectively with parents, including home-school books (where appropriate)
- to deliver accredited courses (where appropriate)
- to prepare pupils for external assignments/exams (where appropriate)
- to collate and present work for moderation/assessment
- to participate in whole school and department events
- to report any Safeguarding issues to one of the school's Safeguarding Officers
- to report any Health and Safety issues or concerns to the Head of Department
- to undertake other responsibilities specific to the post

### **GENERAL**

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way
- to be conversant with relevant IT and software, and keep up to date with developments in IT
- to participate in the school's appraisal programme
- to undertake training where this is appropriate

- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager

**QUALIFICATIONS/EXPERIENCE**

QTS

**PRINCIPAL CONTACTS**

Pupils, Parents, Headteacher, other Teachers and LP's, other professional groups.

**SUPERVISORY RESPONSIBILITY**

None

**SUPERVISION RECEIVED**

SLT/Headteacher

**SPECIAL CONDITIONS**

Occasionally the post-holder may be required to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance.

**EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description outlines duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use directed time appropriately, and have regard to clause 36 (1) of a Teacher's Conditions of Employment.

The job description is not necessarily a comprehensive definition of the post and the teacher may be required to undertake other tasks appropriate to the level of appointment as the Senior Leadership Team may require. It may be reviewed annually, or earlier if necessary, and it may be subject to modification or amendment after consultation with the post holder.

Signed:.....(employee)

Print name:.....(employee)

Signed:.....(HR Officer)

Date:.....

## PERSON SPECIFICATION Teacher (Special Schools)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> <li>• QTS (including NQTs/ECTs*)</li> <li>• recent and relevant training</li> <li>• experience of the education of children with SEN</li> </ul>	<ul style="list-style-type: none"> <li>• additional qualifications in the area of SEN</li> <li>• ICT skills, and experience in supporting special needs access to the curriculum</li> <li>• experience of working as part of a multi-agency team</li> </ul>
Knowledge & skills	<ul style="list-style-type: none"> <li>• effective communicator</li> <li>• ability to see the 'whole' child, including Communication, Language &amp; Interaction, Cognition &amp; Learning, Self Help &amp; Independence, Sensory &amp; Physical and Social, Emotional &amp; Mental Health needs, and to devise ways of ensuring this approach is embedded in classroom practice</li> <li>• ability to appropriately deploy staff allocated to classrooms i.e. Learning Partners</li> <li>• commitment to the education of pupils with a wide range of learning and associated difficulties, within the special school environment</li> <li>• ability to effectively deploy and liaise with classroom staff</li> <li>• safe working practice that protects children and adults who work with them</li> </ul>	<ul style="list-style-type: none"> <li>• knowledge of Positive behaviour management and strategies</li> <li>• good organisational skills</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• able to maintain confidentiality in all circumstances</li> <li>• ability to build and form good relationships with colleagues</li> </ul>	
Knowledge & values of the Trust	<ul style="list-style-type: none"> <li>• commitment to working in partnership with staff, pupils, parents, governors and other professionals</li> <li>• commitment to the wider work of the Trust</li> </ul>	<ul style="list-style-type: none"> <li>• ability to identify with the Trust's values &amp; principles</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>• you may be asked to work at other schools within the MAT</li> </ul>	

\* except school's rated Grade 4 by Ofsted at their last inspection