

March 2020

**JOB DESCRIPTION**

**Post:** Teacher

**Grade:** TMS + SEN 1 Allowance

# 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. LSWs, 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 undertake training as required
* 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

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)f 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.

# QUALIFICATIONS/EXPERIENCE

QTS

**SUPERVISION RECEIVED**

Deputy Headteacher and Head of Department

# PRINCIPAL CONTACTS

Pupils, Parents, Headteacher, other Teachers and LSWs, other professional groups.

# EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of the school’s Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**PERSON SPECIFICATION – Teacher**

**Essential requirements**:

* qualified teacher status (including NQTs)
* recent & relevant training
* experience of the education of children with SEN
* effective communicator
* ability to see the ‘whole’ child, including Communication, Language & Interaction, Cognition & Learning, Self Help & Independence, Sensory & Physical and Social, Emotional & Mental Health Needs, and to devise ways of ensuring this approach is embedded in classroom practice
* commitment to the education of pupils with a wide range of learning and associated difficulties, within the special school environment
* ability to effectively deploy and liaise with classroom staff
* commitment to working in partnership with staff, pupils, parents, governors and other professionals

**Desirable qualities and skills:**

* ICT skills, and experience in supporting special needs access to the curriculum
* additional qualifications in the area of SEN
* experience of working as part of a multi-agency team
* good organisational skills