

Job Description

School:	St Joseph's Catholic Primary School
Name of Staff Member:	
Job Title:	Teacher and SENDco
Responsible to:	Principal and SLT

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

Members of staff at St Joseph's Catholic Primary School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Principal; and the Principal, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

JOB PURPOSE

- To assist the Principal in the leadership and management of teaching and learning in the school, to achieve the outcomes required by Government regulations and the school development/improvement plan adopted by the governing body. The teacher will be required to complete tasks that all class teachers would reasonably be asked to do in St Joseph's school related to their named area of responsibility for the whole school.
- To ensure that all pupils identified as having Special Educational Needs are able to access a full rounded educational experience and that support is in place to address the needs.
- To develop the strategic direction of the SEN work, co-ordinating effective provision for pupils identified as having Special Educational Needs.
- To be responsible for the day to day management and strategic development of the SEND department working closely with students, parents/carers, school staff and outside agencies to identify, assess and plan to meet the need of students with SEND, EAL and SEND medical needs (not general whole school medical needs)
- To work closely with the Senior Leadership Team to tackle and overcome any reading and literacy barriers identified for pupils.

Teaching

Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a **teacher**:

- Consistently meet all of the DfE Teacher standards and role model highly effective teaching and learning
- Be accountable for the performance of pupils within allocated classes
- Follow all school policies around teaching and learning and adhere to the school code of conduct
- Report on the progress of these students in accordance with whole school policy
- Participate fully in the school performance management processes
- Take responsibility for own professional development to ensure full understanding of quality delivery and provision

Core Roles and Responsibilities

- To work with the Principal and Governing Body to ensure that the school meets its responsibilities under the SEND Code of Practice (2014), the Equality Act (2010) and the Disability Discrimination Act (1995) with regard to reasonable adjustments and access arrangements.
- To oversee the day-to-day operation of the school's SEND policy.
- To identify, assess, monitor and track progress of students with SEND, EAL and SEND medical needs (not general whole school medical needs) and use this data to identify areas of underachievement.
- To ensure that interventions for students with SEND, EAL and SEND medical needs (not general whole school medical needs) are monitored, reviewed and evaluated regularly.
- To work closely with the SLT to identify and implement strategies to support those pupils with the lowest reading ages.
- To work closely with the SLT for the pastoral needs to ensure that the needs of pupils with SEMH needs are met.
- To review policies in relation to SEND, EAL and SEND medical needs (not general whole school medical needs) to ensure they reflect practice and are in line with statutory guidelines.
- To undertake statutory assessment through the EHCP process and review processes for students with SEND, including organising and chairing meetings and EHCP plan reviews.
- To monitor the effectiveness of SEND provision across the school with confidence and co-ordinate a multi-agency approach.
- To ensure effective deployment of TAs to ensure the needs of students with SEND are met.
- To manage and support TAs in the planning and delivery of effective, evidence based interventions for students with SEND, EAL and SEND medical needs (not general whole school medical needs) and to monitor the effectiveness of these interventions.
- To manage the Performance Management process and professional development of the TAs.
- To organise the staffing and provision of access arrangements for SATs ...
- To work collaboratively with subject teachers to ensure high standards of teaching and learning for all students with SEND, and to identify where pupils may need additional support.
- To maintain the records of students with SEND, EAL and SEND medical needs (not general whole school medical needs) and manage relevant resources.
- To manage and oversee the drawing up and review of provision maps, Individual Support Plans, Pupil Profiles, SEND provision plans and review reports.

- To advise on the management of the SEND funding.
- To work with SENAR and external agencies to secure additional funding for those pupils with SEND who needs cannot be met within the SEND notional budget.
- To undertake referrals to outside agencies as required and work in collaboration with a range of education, health and social care agencies.
- To organise and monitor the Key Stage 2/3 transition of students with SEND, EAL and SEND medical needs (not general whole school medical needs).
- To support in the delivery of advice and training to staff regarding the management, teaching and learning of pupils with SEND, EAL and SEND medical needs (not general whole school medical needs) to disseminate good practice.
- To commission training for staff from outside providers when necessary.
- To establish an effective partnership with parents/carers and external agencies to meet the needs of pupils with SEND.

Professional Responsibility

- Model Catholic moral purpose and an enthusiasm for making a positive difference for children through the Gospel values, and to engender in others the belief that schools are integral to in changing lives for the better and for improving life chances
- Support in whole school monitoring of the quality of teaching and learning and in the implementation of effective CPD
- Ensure that all leadership policies and strategies are positively supported and implemented as directed
- Be an enthusiastic and positive role model, with excellent work ethic, efficiency and accountability in line with that of a leader in the school. Set and meet high standards for self, staff and pupils meeting the expectations set by the Principal and governing body
- Take a strategic role as a middle leader to role model outstanding teaching and learning and role modelling this for staff.
- Create a positive culture of high achievement and standards across the school and in all aspects of school life.
- Take pride in and reward the achievements of staff and pupils.
- Undertake all reasonable duties as directed by the Principal or Vice Principal (including after school events), and participate in the 'on-call' system as well as being an effective presence on the corridor during break times.

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Principal or the post holder.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

All persons are expected to respect the confidential nature of matters relating to all stakeholders. Staff are expected to follow all regulations set out by the school regarding Data Protection in accordance with GDPR.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Principal. He/she is required to meet the standards set out in the school code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant DBS checks.

Signature of Teacher _____ Signature of Principal _____

Date _____