



## JOB DESCRIPTION

**Job Title:** Class Teacher SEND

**Pay Range:** Teachers pay scale

**Responsible to:** Headteacher/SLT

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### JOB PURPOSE:

- To ensure high quality education for all students in a designated class
- To carry out the professional duties of a teacher in line with the teaching standards in accordance with the school's procedures and policies under the direction of the Headteacher

### Key responsibilities – Class Teacher

- Responsibility for a class of students with SEND/complex SLD/ASD and SLD/ASD
- To plan, deliver and assess lessons that are personalized to meet all the needs of each student and to develop their skills in all areas including communication, emotional, physical, sensory, independence, literacy and numeracy
- To set personalised learning goals for each student based on their long term EHCP outcomes
- To encourage students to interact and work co-operatively with others and actively engage in a range of activities
- To implement a range of alternative therapies into daily teaching programmes
- To establish productive working relationships with students, acting as a role model and setting high expectation
- Provide feedback to students and parents in relation to progress and achievement
- To monitor teaching and learning within your class
- To record, track and assess student progress and plan interventions where necessary
- To be an outstanding practitioner and develop others by modelling and coaching best practice
- To effectively deploy and manage support staff within your class
- To follow the school's agreed policies and systems
- To lead and motivate staff by setting excellent example for professional behaviour and integrity
- To actively participate in all aspects of school life to enhance the educational opportunities for your students
- To guide and motivate students to enable each individual to obtain maximum advantage from full participation in school life, unlocking the potential of each child and ensuring the best possible outcomes for students, whatever their starting point
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To create a happy, well-organised and stimulating learning environment designed to match to student need and learning styles
- To be alert to issues of safeguarding and child protection, ensuring that the welfare and safety of student attending the school is paramount. Report any child protection concerns to the Designated Lead for Child Protection using safeguarding policies procedures and practice

- To prepare and lead EHCP review meetings
- To support behaviour management and pastoral care within your class
- To work closely with parents, outside agencies and the wider community to ensure students physical, academic, social and pastoral needs are met
- To follow the agreed school policies and ensure that these are followed by staff you manage
- To take responsibility for health and safety issues within own classroom and to report areas of concern in line with school policy
- Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff
- Contribute to the overall ethos, work and aims of the school
- Comply with the School's Code of Conduct to prevent, identify and minimise the risk of abuse or violence, taking action to safeguard students, students and other vulnerable people where necessary
- Work with others on curriculum and/or student development to secure co-ordinated outcomes.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

#### **Personal & Professional Development**

- To take responsibility for own professional development through attendance at INSET and other CPD, maintaining up to date knowledge on educational issues and acquiring new skills to ensure that teaching is as effective and stimulating as possible
- To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others

#### **Confidentiality and Data Protection**

- To treat all information acquired through employment, both formally and informally, in strict confidence
- To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Be aware of all documents produced during the time at the school remain the commercial documents of the school

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Headteacher/Line Manager commensurate with the skills, abilities and grade of the post. This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

To be alert to issues of child protection, ensuring that the welfare and safety of student attending the school is promoted and safeguarded and to report any child protection concerns to the person responsible for child protection using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding student and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Student's Act, National Service Frameworks, KCSIE, Child Protection Procedures, Health and Safety and Data Protection.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

## Person Specification - Class teacher SEND

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment  I/T/A*</b>
<b>Qualifications</b>			
Appropriate degree qualification, Qualified Teacher Status, DfE number	X		A
Additional post graduate qualification in SEND		X	A
<b>Experience</b>			
Experience of working within a school setting	X		A/I
Experience of working with student and young people with a range of SEND / complex and profound learning difficulties / ASD/ SEMH		X	A/I
Experience of the EQUALS curriculum		X	A
Experience of managing and motivating student with behaviours that may challenge		X	A/I
Experience in personalizing learning to meet the needs of individual students		X	A/I
Experience managing and leading staff and students to achieve high standards and positive outcomes		X	A/I
Experience of supporting students and their families during the EHCP process.		X	A/I
<b>Skills, knowledge and understanding</b>			
An understanding of current statutory requirements, educational developments and pedagogy to drive forward standards in teaching and learning		X	A/I
Knowledge of a range teaching approaches and strategies to teach students with SEND		X	A/I
Understanding of the principles of effective teaching and learning to ensure all students reach their full potential	X		A/I
An understanding of the SEND code of practice	X		A/I
Effective interpersonal, communication and presentation skills; both written and oral; including IT skills	X		A/I/T
An understanding of how to record, track and monitor progress of students within their class using appropriate systems including ICT.		X	A/I
An understanding of the different learning styles of students and their potential barriers to learning with the ability to find solutions		X	A/I
An understanding the stages of child development and the different characteristics of learning	X		A/I

An understanding of how to promote students' spiritual, moral, social and cultural development including knowledge about citizenship and ethnic and cultural diversity		X	A/I
To understand how to create and maintain a learning environment which matches students' needs		X	A/I
Understanding of and strong commitment to safeguarding and child protection	X		A/I
<b>Professional Attributes</b>			
Ability to manage time well and work under pressure to meet deadlines	X		A/I
Ability to form and maintain appropriate professional relationships with students, parents and colleagues	X		A/I
Demonstrate a positive attitude to learning and a commitment to in-service training and personal development	X		A/I/T
To be smartly presented and to meet high standards of attendance and punctuality	X		A/I

\*I - Interview

T – Test/Presentation

A – Application Form