

Job Description

Job Title: Class Teacher - Special Educational Needs
Report To: Senior Leadership Team

Duties and Responsibilities

- To carry out the professional duties of a school teacher as set out in the DfES School Teachers' Pay and Conditions document.
- Fulfil a class based teaching role within a Special School
- To plan and deliver a broad and balanced curriculum based within the Framework of either The Foundation or National Curriculum that meets the needs of pupils with social, emotional, mental health needs and/or Autism.
- Provide, review and update individual educational programmes for all pupils.
- To continually assess and monitor individual pupil progress and provide detailed reports for reviews.
- Work collaboratively with colleagues and other professionals to improve the range of curriculum opportunities available to pupils with SEMH and/or Autism.
- Be aware of the current research and developments by attending courses and reading, etc. and ensuring all staff are regularly informed of developments in SEMH and/or Autism.
- Lead discussion groups/ workshops with staff, parents and governors as required.
- Ensure pupils' experience continuity and progression throughout the School by joint planning and collaboration.

Pastoral

- Liaise and develop good communication with parents through established channels, e.g. home/school communication diaries
- Encourage appropriate standards of behaviour but being sensitive to the individual needs of pupils with SEMH and/or Autism.
- Be aware of and follow the school's safeguarding procedures whenever concern arises over a pupil's welfare.

Day to Day Organisation and Classroom Management

- To incorporate the philosophy of the school in classroom planning and management.
- Undertake everyday administrative tasks associated with the running of a class.
- In conjunction with classroom support staff to organise the classroom, its resources and displays to create a learning environment appropriate to pupils with SEMH needs and/or Autism.
- To lead a team of classroom support staff and any students or voluntary helpers assigned to the class for whom responsibility has been allocated, at school and/or off-site whilst on visits/trips.
- To attend appropriate meetings such as reviews, parents' evening, teachers' meetings and staff meetings.

- To support and implement the agreed school's policies and developments.
- To be involved daily in the supervision of pupils at lunchtime.
- To undertake home visits or visits to playgroups, family centres and classes in other schools as required by the Senior Leadership Team.
- To undertake supporting inclusion programmes if and when necessary, either in other classes within the school or other institutions.

Communications

Using a command of spoken English that is sufficient to effectively carry out the duties of the role and liaise verbally and in writing with parents, pupils, governors, Agencies and other Organisations.

Professional Development

- Identifying Inset needs and attending relevant courses.
- Participating in Connect Education Trust working parties.
- Participating in the school's agreed policy for Performance Management.
- Take an active part in school development planning.

Any other duties within the scope of this function as directed by the Headteacher

The postholder shall ensure the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The postholder shall carry out these duties with due regard to the Trust policies, procedures and priorities.

All Enfield Learning Trust School Staff Will:

- Promote equality of opportunity
- Follow Safeguarding Guidelines and Child Protection policy/procedures
- Contribute to producing/delivering priorities in the School Improvement Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the school
- Be committed to achieving the school values
- Work to develop the school as a successful inclusive school
- Respond promptly to concerns from parents, staff or students
- Promote the school in the community
- Work in partnership with all colleagues including the Governing Body
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

Person Specification

Qualification Criteria

- Qualified Teacher status

Experience

- Experience of maintaining positive relationships which result in improving pupil behaviour
- Experience of teaching or supporting pupils who are neurodiverse
- Experience of raising attainment of all pupils
- Evidence of continually improving the teaching and learning for all pupils
- Excellent classroom practitioner
- Good communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to pupil progress
- Acts as a role model to staff and pupils
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice

Desirable Training and Skills

- An understanding of pupils with Social, Emotional, Mental Health Needs (SEMH) and Autism
- An understanding of child development and attachment theory
- An interest in play skills

Essential Skills

- This post is subject to an enhanced Disclosure and Barring Service (DBS) check
- Commitment to the safeguarding and welfare of all pupils
- Commitment to upholding the vision of the school
- Effective team member
- Be able to maintain a good work life balance