



## Special Educational Needs Teacher Job description

**Responsible to:** Head Teacher or SENCO

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.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; or other Senior Manager if appropriate, who 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.

This job description will be reviewed at least annually, and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

### General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

### Main Duties and Responsibilities:

#### Professional duties:

Having regard to the curriculum of the school:

- To uphold and promote the school's vision and values at all times through leading by example.
- To ensure the provision of an appropriate bespoke, balanced and ambitious curriculum in accordance with their individual needs as identified in their EHCPs.
- To ensure all statutory requirements of the EHCPs are being met as well as the identified individual needs of other SEN pupils.
- To ensure a positive approach to learning and inclusion.
- To provide a suitable and stimulating environment for learning to take place using the engagement model or Pre Key Stage Standards where appropriate.
- To work harmoniously with all members of staff and to undertake an appropriate share of collective responsibilities including participation in and contribution to team-planning, self-evaluation, in-service training and professional development.
- To share expertise and to accept help and advice from other members of staff with special skills.
- To keep abreast of current educational theory and practice.
- Liaise with the SENCO to ensure that the SEND Code of Practice is implemented fully.
- To organise, support and liaise with non-teaching staff for the benefit of all pupils.
- Maintain a stimulating, informative environment displaying children's work appropriately.
- Teach pupils to take responsibility for resources and the environment.
- Work with all members of staff and parents to ensure that the schools Positive Behaviour and Restorative Practice policy is implemented and to work at all times towards the happy, self-disciplined child.
- Use a variety of suitable teaching and learning styles.

### **Assessment, recording, reporting**

- Assess, record and report on the development, progress and attainment of pupils; using a variety of methods according to National Curriculum requirements, the Engagement Model and school policies.
- Keep records of pupils' progress and report achievements in line with school policies and statutory requirements.
- To ensure effective reporting of student progress to parents/carers and to convene meetings with parents/carers outside of parent evenings when necessary.
- Provide and/or contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils; e.g. in the context of SEND, end of year reports.
- To contribute to the pupils' Annual Review process.

### **Communication**

- Communicate and co-operate with persons or bodies outside the school and participate in meetings arranged for any of the purposes described above.
- Attend and take a constructive part in staff meetings, Inset days and any other school twilight sessions.
- Ensure that all accidents and behavioural incidents are properly recorded and reported.
- Set high standards of punctuality, to be in class to greet pupils at the start of teaching sessions.
- Participate in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

### **Professional Development**

- To meet with line manager to review previous targets, linked to appraisal and set new targets.
- To be observed linked to teaching and learning standards.
- To respond positively to feedback.
- To attend training, relevant to appraisal or observation targets.
- To be willing to disseminate findings from training to staff within a staff meeting or training day.
- To carry out any necessary changes to current practise.

### **Whole school commitment**

- To share in the school's commitment to safeguarding and promoting the welfare of children and to ensure the children's safety at all times.
- To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in school.
- To support and assist in the development and implementation of School policies.
- To undertake, with all other members of staff, general responsibilities concerned with the day-to-day running of the school - playground duties.
- To take an active part in the school's involvement with the wider community.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.



## **General Responsibilities**

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.