



Job Description

Job Details

Post Title: Class Teacher SEN & Inclusion (Unit Provision)

Responsible to: Headteacher and Assistant Headteacher for the Unit Provision

Grade: Main Scale / Upper Pay Scale (£32,916-£51,48) + SEN Allowance

Purpose of Job

The responsibilities of the post are to be carried out in accordance with the most up-to-date School Teachers' Pay and Conditions Document, and within the full range of duties set out for teachers within that document. As a Class Teacher in the Unit, you will hold professional responsibility for an assigned class and for ensuring the highest possible standards in both teaching and conduct.

You will play a key role in shaping the learning environment, promoting a positive culture. You will plan and deliver an inspiring, well-matched curriculum that meets the diverse needs of learners, ensuring high-quality teaching, strong progress, and a safe, supportive environment both on-site and during off-site activities.

Teachers make the education of their pupils their first concern. In this role, you will be accountable for achieving the highest possible standards for all pupils in your care. You will promote the aims, objectives, and educational philosophy of the school at all times, ensuring that the values of inclusion, respect, high aspiration, and care are embedded in everyday practice.

Responsibilities

Teaching

- To implement and deliver an appropriately broad, balance, relevant and differentiated curriculum for pupils. Ensuring delivery of high-quality teaching and learning for which they are accountable.
- To set challenging teaching and learning objectives which are used to plan lessons and sequences of lessons.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record- keeping and reporting of children's progress.
- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- Support the implementation of various behaviour strategies to meet the varying needs of the children.
- Promote inclusion and equality opportunities within Footsteps and the wider school.
- Lead on meetings regarding the status of individual child progression and amendments required to the individual's educational health care plan.
- Carry out any other duties as reasonably required by the Headteacher.

Wider responsibilities and additional accountabilities

- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Make a distinctive contribution to the raising of pupil standards.
- Contribute effectively to the work of the wider team.
- Make a positive contribution to the wider life and ethos of the school.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist.

Health, safety and discipline

- Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- Maintain good order and discipline among pupils in accordance with the school behaviour policy.
- To recognise health and safety is the responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school- specific procedures/ rules that apply to this role.

Communication

- Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.

Professional development

- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Working with Colleagues and Other Relevant Professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school. Participating in appropriate administrative and organisational tasks, to ensure the smooth running of the school.
- To ensure effective use of support staff within the classroom, including parent helpers and volunteers.
- To participate in staff meetings as required.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.

Whole School Organisation, Strategy, and Development

- Contribute to the development, implementation, and evaluation of the school's policies, practices, and procedures to support the school's values and vision.

- Work with others on curriculum and/or pupil development to secure coordinated outcomes.
- Support the Headteacher in promoting the ethos of the school.
- Contribute to the development and coordination of a particular area of the curriculum.
- Ensure that school policies are reflected in daily practice.

Other Information

- An annual review of the job description and allocation of responsibilities will take place as part of the Performance Management Review.
- This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list and may be altered at any time in consultation with the post holder.

Person Specification

Class Teacher for SEN & Inclusion (Unit Provision)

Education and Qualifications

- Qualified teacher status (Essential)
- Evidence of recent relevant professional development in SEN such as: TEACCH, PECS etc. (Desirable)

Experience

- Previous experience of working with SEN children within an academic or residential setting (Essential)
- Planning for a range of children with SEN (Desirable)
- Experience of dealing with day to day classroom and whole school issues (Essential)
- Working effectively with outside agencies to support children with SEN (Desirable)

Knowledge and Understanding

- Knowledge of various specific SEN needs (Essential)
- Data analysis skills, and the ability to use data to inform provision planning (Essential)
- Has an understanding of the role and use of development and raising attainment plans (Essential)
- Has an understanding of the theory behind and application of TEACCH, PECS etc (Desirable)
- Knowledge of the Early Years Curriculum & National Curriculum (Desirable)
- Understanding of what makes 'quality first' teaching, and of effective intervention strategies (Essential)
- Good record-keeping skills (Essential)
- Thorough, up-to-date knowledge of the range of teaching, learning, and behaviour management strategies and how to implement them effectively (Essential)

Skills

- Well organised (Essential)
- Ability to deal with parent/carer queries effectively (Essential)
- Analyse and interpret data regarding the progress of SEN pupils (Desirable)
- Seek and take advice from external bodies (Desirable)
- Ability to prioritise and manage time effectively (Essential)

- Ability to make use of ICT to support pupils' learning (Desirable)

Leadership

- Ability to motivate and support other staff (Essential)
- Ability to be a role model for staff and students (Essential)

Personal Qualities

- Positive and enthusiastic approach towards work (Essential)
- Good team player (Essential)
- High expectations of self and others (Essential)
- Flexible and adaptable (Essential)
- Ability to work on own initiative (Essential)
- Shows honesty and integrity (Essential)
- Excellent communication skills with a range of stakeholders (Essential)
- Demonstrates a high level of professionalism in all aspects of the role. (Essential)