



OAK TREE SCHOOL

JOB DESCRIPTION

SEN Primary Teacher

Grade

MPR/UPS + SEN 1

Purpose

To contribute to the teaching and learning of primary-aged students within Oak Tree School, using an in-depth understanding of their special educational needs, strengths and barriers to learning to ensure appropriate academic, social, emotional and personal development.

Staff Responsibilities

Line management responsibility for Teaching Assistants. Staff group: Teaching Assistants.

Deployment

Fixed-site deployment at Oak Tree School.

Financial Accountability

No budgetary responsibility.

Key accountabilities

- Teaching and learning provision that secures high standards of progress and attainment for all students taught.
- Promotion of high standards of conduct, behaviour for learning and student wellbeing.
- Reliability and accuracy in the use of formative and summative assessment to support pupil progress.
- Consistent implementation of school policies and procedures.
- Effective and safe use of resources.



OAK TREE SCHOOL

JOB DESCRIPTION

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Understand and apply the fundamental principles of the Early Years Foundation Stage and relevant SEN Key Stage 2 curriculum programmes.
- Plan, develop and deliver high-quality teaching and learning that reflects and meets the individual strengths and needs of students with special educational needs.
- Develop engaging learning resources for students and staff that promote curiosity, participation and skill development.
- Ensure Augmentative and Alternative Communication strategies are implemented effectively to enable each student to access the curriculum.
- Contribute to the design, development and delivery of the school's enrichment curriculum.
- Support students during the completion of relevant assessments.
- Motivate and inspire students so that they enjoy and actively engage in their learning.
- Direct and supervise support staff assigned to lessons.
- Monitor and respond appropriately to curriculum developments and initiatives.
- Participate in training and professional development activities to implement multidisciplinary approaches that meet the needs of students.



JOB DESCRIPTION

- Ensure all classroom, assessment and feedback routines are consistently implemented.
- Promote an innovative, aspirational and solution-focused learning culture among staff and students.
- Recognise each student's abilities and ensure they are following the most appropriate curriculum pathway to support both strengths and areas of need to support meaningful progress and successful learning outcomes for every student.

Assessment

- Track pupil attainment, achievement and behavioural progress.
- Develop targets linked to each student's Education, Health and Care Plan as part of the annual review process.
- Contribute to robust and comprehensive assessment and profiling systems.
- Provide detailed reports and recommended strategies to support the wider staff team.
- Contribute to whole-school development, improvement planning, implementation, review and evaluation activities.
- Analyse and interrogate assessment data and student profiles to inform personalised intervention planning and support strategies.
- Maintain accurate assessment records.
- Be accountable for individual student progress against identified starting points.
- Prepare and present informative written and verbal reports on pupil progress to parents and carers in accordance with school policies.
- Support the school's readiness for Ofsted inspections and other benchmarking or assessment visits.

Behaviour Management and Student Wellbeing

- Demonstrate consistently high expectations of all students and a commitment to raising achievement alongside social and emotional wellbeing.
- Promote positive values, attitudes and behaviour by treating all students with respect and consideration.
- Develop strong, positive and professional relationships with students.
- Implement all school policies, including the behaviour policy.
- Consistently model the ethos and vision of the school.



OAK TREE SCHOOL

JOB DESCRIPTION

- Communicate promptly, appropriately and sensitively with parents, carers and other relevant agencies where required.
- Promote effective partnerships between home and school and develop support programmes that assist families in supporting children's development.
- Attend Child in Need and Child Protection meetings when required.
- Attend and contribute to annual review meetings.
- Establish and maintain effective working relationships with colleagues, including support staff.
- Comply with all school health and safety policies and procedures.
- Be responsible for the health, safety and wellbeing of students while on school premises and during authorised activities elsewhere.
- Create a positive, nurturing and inclusive learning environment where students feel safe and supported to learn to promote safeguarding, wellbeing and positive engagement in learning.
- Undertake allocated duties and maintain a visible presence that promotes the safety and wellbeing of students and staff.
- Ensure all safeguarding concerns are reported and recorded promptly in accordance with the Safeguarding Policy.
- Ensure all health and safety concerns are reported and recorded promptly in accordance with the Health and Safety Policy.

Pastoral and Inclusion

- Contribute to the coordination, development and delivery of all aspects of pastoral care.
- Work closely with the multidisciplinary team and implement agreed strategies and interventions.
- Support inclusive practice that enables all students to access learning and participate fully in school life to strengthen inclusion and remove barriers to success for students.

Trust Culture

- Support the Trust's values and ethos through the implementation and development of policies, practices and procedures.
- Maintain the highest expectations of all students.
- Contribute to a strong Trust and school community characterised by consistency, collaboration and respectful professional relationships.



OAK TREE SCHOOL

JOB DESCRIPTION

- Support extra-curricular activities and whole-school events.
- Work collaboratively with colleagues and other professionals within and beyond the school environment.
- Cover lessons and provide additional support as required in accordance with school policy.

Other

- Support students in preparing for later education, employment and career progression.
- Participate in recruitment, selection and teacher training activities when required.
- Liaise effectively with parents, carers, school staff, Trust staff, external agencies and other relevant stakeholders.
- Participate fully in the appraisal process and take responsibility for professional objectives and development.
- Attend meetings and staff briefings as directed by line managers and the Headteacher.
- Undertake any reasonable duties commensurate with the grade and responsibilities of the post as directed by the Headteacher, Senior Manager or Lead Teacher.

Line Management

- Create an inclusive working environment for your team and effectively manage team members, ensuring that appropriate HR policies and processes are followed.
- Support the development of your team, for example, by identifying training needs, suggesting development options and providing coaching and mentoring.
- Work with team members to resolve conflicts, concerns or problems, and address well-being issues as they arise

Other requirements and responsibilities

- Enhanced DBS clearance required.
- Maintain a commitment to safeguarding, equality, diversity and the welfare of children and young people.
- Undertake all required employment, safeguarding and compliance checks in line with Trust requirements.



OAK TREE SCHOOL

JOB DESCRIPTION

- Share responsibility for promoting ambitious outcomes and supporting all students to reach their full potential.