



## **JOB DESCRIPTION**

**Job Title:** SEND Teacher

**Hours of work:** full-time

**Contract type:** Permanent

**Salary:** MPS/UPS + SEN

### **Purpose of Job Role:**

- To develop knowledge and understanding of specific young people's needs to ensure teaching is engaging and effective
- To liaise with the Oscott Manor Management Teams and other professionals to maximise learning opportunities and progression for all young people
- To act a Key Worker to a designated group of young people

### **Specific Duties and Responsibilities:**

#### **General Responsibilities:**

1. To teach designated young people at KS3/4/5
2. Assessment, recording and reporting on the development and progress of designated young people.
3. To teach designated young people ensuring that teaching is differentiated to meet the specific needs of the young people
4. Be very flexible in their approach in an often ever changing environment
5. Communication and consultation with the parents of young people assigned for teaching
6. To offer guidance and support to young people as appropriate
7. To participate in the preparation of young people for public examinations and end of Key Stage assessment
8. To participate in any arrangements for Appraisal within the agreed framework
9. To ensure that you fulfil your professional safeguarding responsibilities as set out in the Trust safeguarding policy and relevant government guidance

#### **Specific Responsibilities:**

1. With the support of the Headteacher and OM leadership team:
  - a. To participate in maintaining and developing the aims and objectives of the Trust
  - b. To implement a broad, balanced and relevant curriculum as entitlement
  - c. To participate in regular review and monitoring of curriculum delivery
  - d. To be a member of the relevant curriculum group
2. To participate in school meetings and whole Trust activities
3. To maintain continued personal professional development in line with school and whole Trust policies to operate appropriate systems of young people's management
4. Regular monitoring and reporting of individual progress; reviewing as appropriate
5. To manage efficiently any physical and financial resources allocated giving reports as requested and ensuring health & safety at all times





6. To participate in the development and maintenance of effective communication within the Trust; and with parents, schools and relevant agencies
7. To promote value systems, high morale, leadership and liaison within the community

Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all Trust policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Trust.
9. To be prepared to teach Personal Development lessons as and when required.
10. To be able to work across TDET sites as the needs of the Trust dictate.
11. Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
12. To perform other such duties as the Line Manager and Headteacher may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.  
New post holders are also consenting to annually renew their Update Service subscription.

**Team/s:** Oscott Manor School  
**Responsible to:** Headteacher  
**Responsible for:** N/A

**Job description issued after consultation**

**Signature of the Principal/CEO**..... **Date** .....

**Copy received by**

**Signature of the Post holder**..... **Date**.....

