

Job Description:

SEND Teacher

JOB DESCRIPTION:	SEND Teacher
RESPONSIBLE TO:	Expert SENDCo
JOB PURPOSE:	<p>As a SEND Teacher you will play a pivotal role within the University Colligate School. You will be responsible for delivering high-quality teaching and learning to pupils with complex needs within an onsite internal alternative provision setting.</p> <p>You will work collaboratively to support pupils' academic progress, wellbeing, and personal development in line with QUEST's vision of providing a caring, thoughtful, and high-quality education. This role is vital in ensuring that pupils with SEND receive tailored support that enables them to thrive within a mainstream school environment, reflecting the Trust's commitment to inclusion, community, and the holistic development of every child.</p> <p>You will teach in accordance with the ethos, organisation and policies of the QUEST as a fully committed member of the Trust teaching team and as detailed in the specific duties below.</p> <p>As an employee within QUEST, staff may be required to work at any school within the group where their specialism can add value.</p>
LIAISING WITH:	Headteacher, Senior Leadership Teams, teachers, support staff, parents/carers, LA representatives, external agencies and members of the community
SALARY SCALE:	Mainscale to UPR + SEN Allowance (Salary dependent on experience of successful candidate)
DBS DISCLOSURE LEVEL	Enhanced

Professional Responsibilities

School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

Key Responsibilities

Teaching and Learning

- Plan, prepare and deliver well-structured, engaging lessons tailored to the needs of pupils with SEND within the internal alternative provision at UCS.
- Ensure teaching follows the school's curriculum plans and schemes of work, adapting approaches to meet individual pupil needs.
- Be responsible for the quality of teaching and learning for all pupils assigned to you, promoting excellent progress and outcomes.
- Use a variety of assessment methods to monitor, record, and report on pupils' learning needs, progress, and achievements accurately and productively.
- Participate in preparing pupils for statutory and non-statutory assessments, ensuring readiness and confidence.
- Celebrate pupils' achievements through displays and recognition, fostering pride and motivation.
- Lead on a subject area of the National Curriculum, as agreed with the Headteacher.
- Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder.
- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

Classroom and Behaviour Management

- Maintain a positive, structured, and supportive learning environment.
- Uphold the school's behaviour policy, managing behaviour effectively to ensure a safe and productive classroom.
- Maximise teaching and learning by managing support staff and other human resources effectively.

Pupil Support and SEMH Focus

- Deliver targeted interventions and support strategies that promote pupils' emotional resilience, wellbeing, and engagement.
- Work closely with other professionals, including teaching assistants, SENCOs, and external agencies, to provide a coordinated and effective support network for pupils.
- Foster a safe, inclusive, and positive learning environment that encourages pupils to overcome barriers and achieve their full potential.
- Remain up to date with current educational developments and SEN best practices, adapting your teaching accordingly.
- Make independent, evidence-based decisions to improve provision for pupils.
- Confidently challenge and reflect on advice where appropriate to ensure the best outcomes.

Pastoral Responsibilities

- Take an active role in supporting the pastoral welfare of all pupils in your care.
- Liaise with parents and carers on day-to-day matters, ensuring strong and positive home-school relationships.
- Identify and escalate any concerns regarding pupil welfare through the appropriate channels.

The Class Teacher will also:

- Lead, manage and oversee their class teaching team.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD).
- Meet the expectations set out in the Teacher's Standards.
- Fulfil duties reasonably directed by the Headteacher

In addition to core teaching responsibilities set out above, you will be required to undertake the following:

- Take overall responsibility for the coordination of teaching, planning, learning and assessment within a curriculum area.
- Take overall responsibility for the quality and standards of teaching and learning in a curriculum area.
- Encourage good working practices and provide leadership, direction and support to the class team.
- Oversee all aspects of the class organisation and management including the preparation and chairing of meetings.
- Ensure the effective transition of pupils from class to class and school to school and if necessary, communicate with stakeholders to ensure continuity and progression.
- Make a significant contribution to the schools' development.
- Evaluate achievement, attainment and pupils' progress data and provide this information and reports to the senior leadership team
- Implement and monitor the school Behaviour Policy.
- Manage and facilitate the induction process of new members of staff to your class, which includes making sure they have read all the key documentation for each child and understand the key teaching processes and routines for each individual.

Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the school's vision and values.
- Work with others on curriculum and pupil development to secure coordinated outcomes.

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Working with colleagues and other relevant professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Management of staff and resources:

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff, where required.
- Monitor quality and standards of resources delegated to them.

Form Tutor Responsibilities

Complete the register accurately

Monitor attendance and punctuality, including follow-up

Monitor standards of dress and personal appearance and address any issues as they arise

Escort groups to assembly and (normally) attend assembly

Responsible for the co-ordination reports and other records

Respond to disciplinary problems as required, referring serious misconduct to the Head of Key Stage as appropriate

Share information from the Head of Key Stage to the tutor group in a prompt manner

Encourage inter-form competitions and the participation of the tutor group in other school activities

Be available to meet parents as appropriate

Curriculum issues

- activities supporting learning in tutor periods
- knowledge of the tutorial programme
- knowledge of the SEN students and their targets
- target group members in your tutor group

Be an effective coach and mentor to the students, enabling them to develop their life skills and succeed in all that they do within the school.

Professional Development

QUEST is committed to supporting the professional development of all its staff. As a Teacher, you will have access to a range of training and development opportunities to enhance your subject knowledge, pedagogical skills, and leadership capabilities. This may include:

- Participation in subject-specific training and workshops
- Opportunities to observe and learn from experienced teachers within the Trust
- Coaching and mentoring from senior leaders and subject specialists
- Participation in the Trust's PDR processes
- Encouragement to undertake further qualifications or accredited training

By investing in your professional growth, the Trust aims to empower you to deliver exceptional teaching and learning, while also supporting your career aspirations within the education sector.

Communication and Collaboration

Communicate effectively with pupils, parents, and carers to support pupil progress and wellbeing

Collaborate and work with colleagues and other relevant professionals within and beyond the Trust's schools to develop effective professional relationships

Safeguarding

The safety and wellbeing of our pupils is of paramount importance at QUEST (A Church of England Schools Trust). As a Teacher, you will be responsible for promoting the safety and welfare of all pupils in your care. This includes:

- Work in line with statutory safeguarding guidance and the Trust's safeguarding and child protection policies to promote the best interests and safety of all pupils

- Recognising and responding appropriately to signs of abuse, neglect, or other safeguarding concerns
- Participating in safeguarding training and updates to ensure your knowledge and understanding remain current
- Collaborating closely with the designated safeguarding lead (DSL) and other relevant professionals to share information and promote the best interests of pupils
- Maintaining accurate records and documentation related to safeguarding and child protection matters
- Upholding the highest standards of professional conduct to serve as a positive role model for pupils

By prioritising safeguarding in your day-to-day work, you will contribute to the Trust's commitment to creating a safe, nurturing, and supportive environment for all the children and young people in our care.

Professional conduct

To sign and uphold the Trust’s Code of Conduct and ensure confidentiality is maintained at all times. Maintaining a secure, healthy and risk-free environment for students, staff and visitors.

The above has detailed the core aspects of teachers’ professional standards and the approved career stage expectations and it is expected that staff will support, collaborate and celebrate all aspects of school and Trust life, and work at all times to ensure excellence for all.

The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____ Date: _____

Job Specification:

SEND Teacher

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Honours degree • Qualified teacher status • Willingness to continue to learn and develop 	<ul style="list-style-type: none"> • Specialism in SEN is highly valued • First Aid or medical training relevant to the school population • Leadership qualification(s) • Management Qualifications • Membership of appropriate professional bodies
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of school improvement and effectiveness strategies including processes for monitoring and evaluation of performance at a student and team level and strategies for raising standards. • Processes and systems for quality assurance • An understanding of the principles associated with managing and leading others • Project planning and change management • Knowledge of current and potential future developments in relation to the national and local education scene 	
Skills and Competencies	<ul style="list-style-type: none"> • Excellent subject knowledge and understanding of the national curriculum • Proven ability to plan and deliver engaging, high-quality lessons that meet the needs of all pupils • Effective classroom management skills to maintain good order and discipline • Strong interpersonal and communication skills to work collaboratively with colleagues, pupils, and parents/carers • Commitment to ongoing professional development and a desire to share best practice in teaching and learning • Ability to use assessment data effectively to inform teaching and support pupil progress • Passion for making a positive difference in the lives of young people and a strong alignment with the Trust's vision and values • Confident and competent in the use of IT • High level of communication skill, both written and oral, enabling the post holder to actively listen to and engage with others, overcoming barriers to understanding, dealing effectively with contentious and/or sensitive issues, dealing 	<ul style="list-style-type: none"> • Experience of coaching and mentoring • Experience of change management

	<p>with difficult conversations with empathy and sensitivity, whilst asserting as appropriate</p> <ul style="list-style-type: none"> • High level of research skill; translating national and local changes into appropriate pathways and approaches, ensuring other stakeholders are involved and knowledge is shared • Horizon scanning to enable a strategic view to be taken of potential future changes • Ability to work independently within a team, focusing on achievement at an individual and a departmental level • Emotional Intelligence to ensure staff and students perform at their best and thrive. 	
<p>Competencies and Personal Qualities</p>	<ul style="list-style-type: none"> • Leading and supervising (e.g. provides others with a clear direction; sets appropriate standards of behaviour that align to the vision and values and models these behaviours; motivates and empowers others; encourages innovation and agrees challenging goals) • Believes in the limitless potential of people and strives for distinction and high achievement in everything they do; aspires to consistently perform at their best and inspires others to always do so • Copes with pressure and setbacks (e.g. works productively in a pressurised environment; keeps emotions under control during difficult situations; maintains a positive outlook at work; is mindful of the levels of resilience within the team and manages and works to enhance those levels) • Influencer (e.g. makes a strong positive personal impression on others; gains clear agreement and commitment from others; uses evidence and articulates a strong business case aligned to the school's vision and values) • Clarity for personal work goals and objectives (e.g. accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks to set and achieve stretching goals; aspires to greater levels of performance and attainment for students, staff and self) • Emotional intelligence • Flexible and adaptable • Mindful of achieving a balance for excellence for all • Able to rigorously implement an idea to a sustainable conclusion 	

Performance Management and Professional Development

- Embrace and actively take part in CPD, fulfilling obligations to maintain and continue professional development in line with the QUEST expectations.
- To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- To show your passion for life-long learning as the lead learner in your team
- Be an advocate for excellence and embrace positive change
- Disseminate information from professional development activities undertaken and ensure colleagues receive feedback from monitoring and evaluation activities.
- Actively engage with the annual performance management review process, in accordance with the Trust's policy and national guidance.
- To be passionate, committed to improve your own abilities and those of others you interact with, either student or staff.

Legally entitled to work in the UK