



JOB DESCRIPTION: Teacher and SENDCo

Contract: Full-time, Permanent
Pay Scale: M3 – M6 with
SENDco UPS or TLR payment
Responsible to: Principal

The appointment is subject to the current conditions of employment for teachers contained in the current School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status as appears in the Teachers' Standards Framework (2012) and any other current applicable legislation. The post holder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.

The School and TEAM Education Trust reserves the right to amend the job description at any time after consultation with the post holder.

Key Responsibilities

The post holder will demonstrate essential professional characteristics and will be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and have pupils who achieve well irrespective of special educational need or background.

The post holder will:

- Make a significant contribution to the team.
- Forge strong, purposeful relationships with pupils, parents and staff.
- Deliver the school's curriculum and ensure that pupils of all abilities are being effectively assessed and supported in line with their bespoke needs.
- Ensure exceptional levels of academic development, progress, attainment and wellbeing for all pupils.
- Deliver high quality teaching, the effective use of resources, and high standards of learning and achievement for all pupils.
- To be responsible for leadership of National Curriculum subject/s.
- Work in partnership with staff and other professionals to ensure all children are ready to transition to the next stage of their education.
- Attend meetings and prepare written evaluations and reports when required to do so.
- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met.
- Lead, direct and supervise the class team ensuring that learning objectives are met through effective communication and planning.
- Ensure that the classroom is tidy, defects are reported, displays are changed regularly, kept in good order and are relevant. At the end of each day the classroom is tidy to facilitate cleaning.
- Ensure high quality provision and achievement.

- Work in partnership with staff and other professionals to ensure all children are ready to transition to the next stage of their education.
- Attend meetings and prepare written evaluations and reports when required to do so.
- Monitor, review and refine the provision in place to ensure that progress of pupils with SEND improves relative to those without SEND.
- Ensure that the school carries out its statutory responsibilities regarding all students with an Education, Health and Care Plan.
- Support all staff in understanding the needs of pupils with SEND.
- Monitor progress towards targets for pupils with SEND.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- To ensure the smooth running of the school's 'Hub' provision.
- To contribute and or attend governors' meetings when necessary

Core Requirements of the Post

To work across school and to teach within the requirements as set out within the Teacher Standards Framework:

Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Part One : Teaching

A Teacher must:

- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Plan and teach well structured lessons.
- Adapt teaching to respond to the strengths and needs of all pupils.
- Make accurate and productive use of assessment.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Fulfil wider professional responsibilities.

Part Two: Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others.

- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Pupil Progress

- Demonstrate appropriate consistent progress for the majority of pupils, across all teaching areas.
- Across all spectra of background, ability or behaviour.
- That compares favourably with pupils in similar settings.
- Have extensive and well-informed knowledge of assessment technique and arrangements for statutory procedures, where applicable.
- Use performance data to monitor and evaluate pupils' progress and set appropriate objectives for benchmarked improvement.
- Have up to date knowledge and understanding of qualification and specifications, and pupil applicability.
- Liaise with appropriate agencies.
- Report on progress to all stakeholders.
- Engage parents in the drive to raise standards of attainment.

Professional Practice

- To ensure a healthy culture of learning and support, observe and record pupils' progress.
- Maintain an extensive and up to date knowledge of good practice in teaching techniques.
- Maintain and develop subject or specialism knowledge to enable effective teaching.
- Present such knowledge to colleagues and monitor impact to improve whole school effectiveness.
- Take account of wider curriculum developments.
- Incorporate, where appropriate, national strategies in teaching, including ICT.
- Contribute toward the professional development of colleagues through coaching and mentoring, providing effective practice and appropriate advice and feedback.
- Apply wider professional knowledge to the learning needs of pupils.
- Demonstrate awareness of pupils' learning needs.
- Consistently use this knowledge to plan, teach and assess lessons in line with curriculum objectives in class and elsewhere.
- Clearly communicate learning objectives.
- Effectively discharge schools' planning for personalised learning to include preparation of online resources.
- Understand and apply the principles of good classroom management.
- Understand and apply a range of appropriate teaching strategies.
- Maintain and encourage good behaviour in the classroom.

- The role involves liaising and networking with other professionals, parents and carers, both informally and formally.

Teaching and Learning

- Identify and adopt the most effective teaching approaches for those pupils with special educational needs.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of pupils with SEND provision through close liaison with staff, parents and external agencies.
- Work with head teachers, teachers, key stage co-ordinators and pastoral staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with special educational needs

Leading and managing staff to:

- Achieve constructive working relationships and establish opportunities for the post holder to support staff and other teachers to review the needs, progress and targets of pupils with SEND.
- Effective deployment of staff and resources
- Provide professional guidance to staff to secure quality first teaching for pupils with SEND, through both written guidance and meetings
- advise on and contribute to the professional development of staff, including whole school CPLD
- Provide regular information to Senior Leadership Team (SLT) and Local Governing Board members on the effectiveness of SEND provision and outcomes.
- Liaise with external providers, vocational trainers, therapists and alternative education providers to enhance the student experience.
- Coordinate referrals for additional support services such as Educational Psychology, counselling or speech and language therapy.
- Communicate regularly with families, updating them on progress and challenges while offering resources or workshops to support learning at home.
- Have a firm understand of how SEND provision is being delivered and the impact it has on pupil achievement and use this understanding to contribute to the School Development Plan, alongside SLT, and produce an action plan specific to SEND
- Ensure the curriculum matches and meets the needs of pupils with SEND.
- Monitor and review changes to the school's SEND policy and other relevant SEND documents and procedures.
- Participate in Trust SENDCo networks
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

Managing own performance and development:

- Demonstrate resilience and resourcefulness.
- Take responsibility for own professional development.
- Participate in the school's appraisal and professional development programme, ensuring that objectives are set and met within the agreed time-scale.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

General Duties

- Engage as an active member of the school team.
- Be a flexible and supportive member of the team.
- Be willing to undertake professional development where appropriate.
- Engage and motivate pupils.
- Improve the quality of pupils' learning.
- Inspire trust and confidence in pupils and colleagues.
- Build team commitment with colleagues and in the classroom.
- Demonstrate a solution focused approach.
- Demonstrate empathy with high aspirations for all.

Whole School Ethos

- Establish a safe and purposeful learning environment.
- Work closely with parents.
- Initiate, contribute to, or respond in a timely manner with respect to child safeguarding procedures.
- Provide advice and guidance to others on the development of practices leading to the well being of pupils.
- Treat all pupils with unconditional positive regard and kindness.
- Support and encourage support staff participation through effective deployment and consultation.
- Make effective use of all resources, including ICT and personnel.
- Contributes towards the School's Vision and Values.
- Understands and works to the expectations set out within the Trust/school policies.
- Promote the wider aspirations in line with current educational practice and be outward facing.

Safeguarding and Child Protection

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school
- Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people.
- Displays commitment to the protection and safeguarding of young people.
- Values and respects the views and needs of young people.
- Is willing to work with organisational procedures and processes and to meet required standards for the role.
- Demonstrates a commitment to fundamental British Values and an awareness of how these can be promoted in direct work with children.

The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school's policies.