



**Job Description**

<b>Role</b>	<b>SEN Teacher – Land Based Studies</b>	<b>School/Department</b>	Oak Tree School
<b>Grade</b>	MPR + SEN Min	<b>Reports to</b>	Assistant Headteacher – Teaching & Learning
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To contribute to the teaching and learning of the secondary aged students within Oak Tree School, reflecting knowledge of their SEN strengths and needs to ensure appropriate development.</li> <li>This role includes teaching the Land-Based Studies curriculum and maintaining the gardening area of the school.</li> <li>To provide support to the teachers in the management of children individually, within groups of pupils, and in the classroom to assist with their learning, social, educational and emotional and help with their learning programmes</li> </ul>		
<b>Scope</b>	<b>Staff responsibilities:</b>		<b>Financial Accountability:</b>
	N/A		N/A
<b>Key accountabilities</b>	Working with teachers to support the learning of our pupils with ASD and associated complex needs, developing the Land-Based/ Horticulture curriculum.		
<b>Relationships</b>	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.		
<b>Supporting Maiden Erlegh Trust</b>	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.		
<b>Main duties and accountabilities</b>	<ul style="list-style-type: none"> <li>To plan, develop and deliver good teaching, learning and understanding that reflects the needs of the students in the Land-Based Studies curriculum.</li> <li>To develop resources for students and staff that inspire and excite students to learn new skills and knowledge.</li> <li>Contribute to the design and delivery of the school’s enrichment curriculum.</li> <li>To support the pupils when they are carrying out national exam qualifications or relevant B-Tec or ASDAN qualifications.</li> </ul>		



- Provide for the pupils' welfare/personal care both individually and in groups and ensure their safety. This could include the administration of medicines to pupils, use of basic first aid with the support of trained staff, and intimate care.
- Promote inclusion, act as a role model, be fully aware of individual needs and respond to them.
- Encourage pupil interaction and engagement with teacher led learning activities.
- Carry out small activities.
- To keep in general dialogue with the class teacher as to the pupil's progress and/or perceived difficulties with any given learning objectives.
- Prepare and routinely maintain classroom/individual materials/resources/displays, assist pupils in their use, clear up afterwards and display pupils' work.
- To prepare visuals in relation to the children's needs.
- To attend multidisciplinary trainings and implement strategies given in relation to SALT, OT, clinical and behaviour support.
- Model Alternative Augmentative Communication strategies to support the students in accessing the learning.
- Carry out relevant personal learning intention observations and learning journey observations.
- Be aware of pupils' challenges and achievements and liaise with teacher outlining strategies to help support the students to progress as appropriate.
- Supervise pupils at break and lunchtimes, assisting with preparing for lunch through handwashing, etc. prepare and clear away activities, undertake playground/wet play supervision, taking the opportunity to promote learning through activities and games, participating as necessary.
- Gather and report information from and to parents/carers as required and provide appropriate support to ensure there is a positive school home relationship.
- Support behaviour management in the school through recognising and celebrating good behaviour, challenging, logging and reporting poor behaviour (including discriminatory behaviour)/sanctions according to school procedures.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the schoolwork team and attend relevant meetings as required;
- Display a commitment to the protection and safeguarding of children, young people and vulnerable adults, and the inclusion and diversity to ensure that individual has equal access to opportunities to learn and develop.



	<ul style="list-style-type: none"><li>• Comply with school policies and procedures including those relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.</li><li>• Develop a risk assessment, pupil profile and behaviour support plan for the students within the class.</li><li>• Where safety of pupils is at risk, assess the situation, take appropriate remedial action and escalate quickly if required.</li><li>• Be aware of and take part in the school's performance management framework, line manager meetings and participate in training and development activities as required.</li></ul>
<b>Other requirements and responsibilities</b>	<ul style="list-style-type: none"><li>• Enhanced DBS clearance required.</li></ul>



**Person Specification**

Role	SEN Teacher	School/Department	Oak Tree School
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>• Evidence of successful teaching and classroom practice, monitoring and assessing pupils;</li> <li>• Experience of working with children with ASD and associated complex difficulties.</li> <li>• Experience of supporting colleagues who require coaching or mentoring.</li> <li>• Experience of multi-agency working.</li> </ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Experience of leading small groups</li> <li>• Passion for gardening/ horticulture</li> <li>• Good questioning skills</li> <li>• Good observation and assessment skills including coherent written observations</li> <li>• Understanding of the importance of limited language but using core vocabulary</li> <li>• Understanding of their role to assist and supervise pupils on tasks and the expected outcome of individual activities within the allocated timescale</li> <li>• Calm under pressure, adaptable</li> <li>• A caring and positive attitude, a good listener and sensitive to pupils needs</li> <li>• Positive behaviour management</li> <li>• Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others)</li> <li>• Enjoy working and being with children and young people</li> <li>• Good interpersonal and communication skills at all levels, written and verbal, with colleagues, outside agencies and children</li> <li>• Good organisational and planning skills, able to manage own time, prioritise and meet deadlines</li> <li>• Model play opportunities for our pupils and the importance of learning through play</li> <li>• Reliability</li> <li>• Tact, sensitivity, and diplomacy</li> <li>• Confidentiality</li> <li>• Able to contribute and work effectively as part of a team</li> <li>• Pro-active, flexible, and adaptable</li> <li>• Good attention to detail</li> <li>• Able to show initiative and work independently as required</li> <li>• Commitment to the wellbeing and safety of all children</li> <li>• A willingness to learn and develop personal skills</li> </ul>		



	<ul style="list-style-type: none"><li>• A sense of responsibility and ownership</li></ul>
<b>Requirements specific to the role</b>	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.  To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required

**Maiden Erlegh Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.**

<b>Signed:</b> Post holder	
<b>Date:</b>	