

The Catholic School of Saint Gregory The Great



JOB DESCRIPTION

THE CATHOLIC SCHOOL OF SAINT GREGORY THE GREAT JOB DESCRIPTION

1. POST

SEN Teacher

2. PAY AND CONDITIONS

2.1 These will be in accordance with the provisions contained within the current DfE School Teachers' Pay and Conditions Document.

2.2 These will be subject to the school's agreed Pay Policy.

3. RELATIONSHIPS

3.1 The postholder is responsible to the Headteacher in all matters.

3.2 The postholder supervises teaching and support staff.

3.3 The postholder works with colleagues to build an effective team to deliver the National Curriculum or Early Learning Goals.

4. PURPOSE OF THE JOB

4.1 To teach general subjects to any class aged 4–11.

4.2 To maintain and develop the Catholic life and ethos of the school.

4.3 To support children with SEN needs and adapt learning to meet their needs.

5. KEY TASKS

5.1 To develop good practice in the pursuit of high educational standards.

5.2 To teach children with due regard to their needs and range of abilities, with a specific focus on students with SEND, ensuring inclusive and tailored teaching approaches. This may include medical or self-care needs.

5.3 To develop secure subject knowledge across the curriculum and adapt teaching methods to meet the diverse learning needs of pupils with SEND.

5.4 To raise children's attainment across the curriculum by providing relevant, stimulating, and challenging work.

5.5 To promote active learning through first-hand experience, using multisensory teaching techniques and evidence-based interventions for SEND learners.

5.6 To keep up to date with developments in education, particularly in SEND practice, ensuring evidence-based approaches are embedded in teaching.

- 5.7 To provide pastoral care for all children, including supporting emotional regulation and wellbeing through trauma-informed and relational approaches.
- 5.8 To maintain discipline and positive behaviour using restorative practices and de-escalation techniques appropriate to a specialist provision environment.
- 5.9 To build strong relationships between school, home, and parish, working closely with parents and carers of children with SEND.
- 5.10 To liaise with parents and external agencies regarding pupils' progress, including working with professionals such as speech and language therapists, occupational therapists, and educational psychologists.
- 5.11 To plan, monitor, record, and assess children's work in line with statutory requirements, incorporating EHCP (Education, Health and Care Plan) targets into planning and assessment.
- 5.12 To set and review individual targets for each child, ensuring a differentiated approach for pupils with complex learning needs.
- 5.13 To plan, set, and mark appropriate homework, ensuring accessibility for different learning styles.
- 5.14 To organise and lead educational visits, ensuring clear learning objectives and appropriate accessibility and risk assessments.
- 5.15 To provide clear and constructive feedback that supports pupil progress, particularly for learners requiring additional scaffolding.
- 5.16 To celebrate and display children's work in an accessible and inclusive manner.
- 5.17 To work collaboratively with colleagues and contribute to SEND-focused training and whole-school development.
- 5.18 To supervise and guide support staff and other adults working in the classroom to ensure effective support for SEND pupils.
- 5.19 To participate in Performance Management, including setting professional development targets related to SEND practice.
- 5.20 To contribute to staff meetings and curriculum development, sharing expertise in inclusive teaching and SEND strategies.
- 5.21 To undertake any other duties as reasonably directed by the Headteacher in line with the School Teachers' Pay and Conditions Document.

6. SAFEGUARDING

- 6.1 The postholder is responsible for safeguarding and promoting the welfare of children.
- 6.2 The postholder must adhere to the school's safeguarding and child protection policies at all times.
- 6.3 Any concerns regarding the welfare of pupils must be reported immediately in accordance with school procedures.

7. HEALTH AND SAFETY

- 7.1 The postholder is responsible for ensuring a safe learning environment for all pupils.
- 7.2 The postholder must follow all school health and safety policies and procedures.

8. EQUALITY AND INCLUSION

- 8.1 The postholder will promote equality of opportunity and inclusion for all pupils.
- 8.2 The postholder will support the school's commitment to diversity and inclusive practice.

9. CONFIDENTIALITY

- 9.1 The postholder must maintain confidentiality at all times in line with data protection regulations.
- 9.2 Sensitive information regarding pupils, staff, or families must be handled appropriately.

10. PROFESSIONAL STANDARDS

- 10.1 The postholder is expected to meet the Teachers' Standards as set out by the Department for Education.
- 10.2 The postholder will engage in continuous professional development and reflective practice.

11. TRAUMA-INFORMED RELATIONAL PRACTICE

- 11.1 The school is a relational school where building and maintaining positive relationships is central.
- 11.2 The postholder will support a culture of high challenge and high support for all members of the school community.
- 11.3 The postholder is expected to contribute to a safe, supportive, and respectful environment for pupils, staff, and families.

Signed: _____

Position: Teacher

Date: _____

Signed: _____

Position: Headteacher

Date: _____