

## Job description: SEN Specialist Teacher

Location	Oxford Spires Academy
Contract term	Permanent
Full time/term time	Full time
Pay range	TPS/UPS
Reporting to	Director of SENDCo

### Job purpose

- To implement and deliver an appropriately broad, balanced, relevant, and differentiated curriculum for students
- To monitor and support the overall progress and development of students as a teacher & tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To use the OSA assessment cycle to collect and report accurate student data and to share with all parties
- To implement appropriate interventions to enable all students to achieve their very best
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

### Main duties and responsibilities

#### Personal development

- To take part in the school's CPD programme by participating in arrangements for further training and professional development including your own personal development
- To engage actively in the Performance Management Review processes

#### Teaching responsibilities

- To teach students according to their educational needs, including the setting and marking of work completed by the students
- To assess record and report on the attendance, progress, development, and attainment of students and to keep accurate records as required
- To provide, or contribute to, oral and written assessments, reports and to target set and provide references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy, and the school subject specialism are reflected in the teaching/learning experience of students

- To undertake a designated programme of teaching, plan, structure, and resource teaching and learning effectively. To ensure a high-quality learning experience for all students
- To use a variety of delivery methods which will stimulate learning appropriate to meet all student needs and demands of the syllabus
- To maintain discipline in accordance with the school's Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, departmental and school policies and to mark, grade and give written/verbal and diagnostic feedback as required
- To ensure the effective/efficient deployment of classroom support
- To implement the school policies re Homework

#### **General responsibilities**

- To attend team and whole school meetings in accordance with the school calendar as required
- To maintain up to date and appropriate records and tracking for students within your area of responsibility
- To communicate effectively with the parents/carers of students as appropriate and where appropriate, communicate and co-operate with persons or bodies outside the school
- To be a Tutor to an assigned group of students, to register students and support students and to escort tutor group and attend school assemblies
- To promote the general progress and well-being of individual students and of the tutor group as a whole
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To promote actively the Academy's Policies & Procedures
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified not mentioned in the above
- To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*