



## Park Primary Academy SEND Class teacher job description.

Hours:

Grade:

Responsible to: Head of school. (HOS)

### **Main duties:**

- To teach a small group of SEND pupils with a range of learning difficulties.
- To understand the range of special needs that pupils may display and positively use a range of strategies to remove their barriers to learning
- To provide a quality of teaching and learning provision so that all pupils make progress in line with the targets and recommendations of their Learning plans or EHCP's
- To prepare and plan lessons in order to achieve progression in pupils' learning, to participate in collective planning with colleagues and to identify clear learning objectives and content.
- To effectively share best practice with colleagues across school and external agencies
- To assess, record and report pupils' achievement and progress in accordance with agreed school policy and to use said assessments to effectively inform planning.
- To contribute actively to annual reviews and Learning plans.
- To participate in, and contribute to, staff and management meetings as appropriate.
- To maintain discipline in accordance with school policy.
- To develop good relationships with all within the school community.
- To participate in the arrangements for monitoring, self – review, appraisal and in – service training.
- To supervise, plan and guide, as appropriate, the work of support staff who are assigned to work with the group.
- To contribute to the wider enrichment activities on offer to pupils.



- To use computing technology to enhance professional effectiveness both in and out of the classroom.

### **Working with staff, parents/Carers and relevant professionals.**

- Communicate effectively with other staff members and pupils, and with parents and carers.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Lead meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning,
- Keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Health and safety.**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents
- Deliver first aid when needed.

### **Personal development:**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness



- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## **Child protection:**

- Required to carry out all reasonable duties and responsibilities of the post
- Promote the safeguarding of all pupils in the school.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Undergo and meet school conditions for a satisfactory enhanced DBS check,
- Treating all information acquired through your employment, both formally and informally in the strictest of confidence

## **Notes:**

- The Trust/school expects its employees to work flexibility within the framework of duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job role but which is within the remit of the duties and responsibilities.
- Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.