



JOB DESCRIPTION – SEN TEACHER DOUBLETREES SCHOOL

The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning

Job Title:	SEN Teacher
Salary/Range:	Main Scale (M1 – M6) + SEN1 Point
Hours:	1 FTE
Base:	Doubletrees School, St Blazey Gate, PL24 2DS
Responsible to:	Headteacher, Doubletrees
Important Functional Relationships: Internal/External	Senior Leadership Team, Teaching Colleagues, SEN Teaching Assistants, Parents

Main Purpose of Job:

Summary: As required by the School Teachers’ Pay & Conditions Document, a teacher employed at Doubletrees School shall perform the professional duties of a teacher and, in accordance with the directions which may reasonably be given by the headteacher, such particular duties as assigned to him or her.

Main Duties and Responsibilities:

- Carry out duties set out in the current School Teachers’ Pay & Conditions Document
- Support curriculum development by undertaking a subject specialism
- To have responsibility for a class group (unless otherwise directed by the Headteacher)
- To be responsible for delivering the appropriate curriculum
- To organise the classroom, its resources, pupil groupings and displays in order to provide a stimulating learning environment
- To attend Reviews and Case Conferences when required, mainly during school hours, but sometimes out of school hours
- To become acquainted with the planning and record keeping systems in operation in the school; to keep records efficiently and submit them for inspection by the Head of School on a regular basis upon request
- To direct and coordinate the work of Support Staff in their class team or curriculum group
- To liaise with other professions and support teachers to develop learning programmes for individual pupils and /or groups of pupils
- To promote good communications with parents via home/school diaries, telephone calls and meetings
- To keep up-to-date with developments in educational thinking
- To support the Headteacher in the implementation of all school policies and procedures
- To take an active part in whole-school development planning
- To manage class and curriculum budgets (as appropriate) according to school policy and practice
- To co-operate with the school’s Performance Management Procedures



Person Specification:

Prerequisite - Satisfactory enhanced DBS check and references.

Knowledge, understanding and experience

- A relevant degree
- Experience teaching in a mainstream setting and/or experience teaching in a special school setting
- A record of good and outstanding teaching
- Qualified Teacher Status

Candidates should be able to demonstrate:

A clear understanding of the needs of pupils with severe and profound and multiple learning difficulties and autism.

- Ability to plan and implement good classroom practice and management.
- The ability to develop specific areas of the curriculum according to the needs of the school.
- The ability to work as a member of a class team and to direct support staff in such a way as to promote the efficiency of that team.
- The ability to work as part of a multi-disciplinary team (i.e. with members of the Health or Social Services team and other educational professionals).
- A commitment to working in partnership with parents.
- An understanding of and a commitment to the Trust's Equal Opportunities Policy.

Personal Qualities & Attributes

- Well organized, calm and positive, confident and assuring
- Able to quickly engage and build appropriate relationships with children
- Willing to go the extra mile, have energy and determination
- Effective team member and a model of professionalism
- Flexible, able to respond quickly to changes

General/Other duties and responsibilities:

- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post that the Headteacher may from time to time as the post-holder to perform.



Special Conditions related to the post

The Special Partnership Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities. Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees may be required to undertake mandatory training required by the Trust.

How to apply:	To apply online please visit www.doubletrees.org.uk
Closing date:	1 st May 2026.