

Job Description

Class Teacher with SENDCo Responsibilities

Cidari Multi Academy Trust
Castle View Primary Academy
Salary: Main scale plus SENDCo Allowance
Reporting to: Headteacher
Deployed by: Headteacher

Prepared by:	Laura Wright-Dixon	Approved by:	Matt McIver
Prepared on:	8th April 2025	Approved on:	25th April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	Cidari Primary Academies
Reviewed on:	24th April 2025	Applicable Terms	STPCD & Burgundy Book

The Class Teacher shall carry out the professional duties set out in the School Teachers' Pay and Conditions Document, including those reasonably delegated by the Headteacher, and is expected to apply these within the context of the school in which they are based.

The Class Teacher will work in partnership with the Headteacher and colleagues to help ensure the educational success of the school, contributing to a culture of excellence, equality, and high expectations for all pupils. In faith schools, the Class Teacher will also support and promote the Christian ethos and distinctiveness of the school, in line with the values and aims of Cidari Multi Academy Trust.

The appointment is subject to the current conditions of employment as set out in the School Teachers' Pay and Conditions Document and relevant education and employment legislation, including guidance issued by the Department for Education.

Purpose of the role:

Working as part of the teaching team and under the direction of the Headteacher, the Class Teacher with SENCO will contribute to the delivery of high-quality teaching and learning while supporting the school's ethos and values. They will lead the strategic development of Special Educational Needs (SEN) policy and provision across the school and be responsible for the day to day implementation of the SEN policy, including the coordination of provision to support and include pupils with SEN or disabilities.

Through effective classroom practice and strong engagement with pupils, parents, colleagues and external agencies the Class Teacher with SENCO will promote positive outcomes and contribute to the wider life of the school. As a valued member of the school community, they will collaborate with others to share good practice, support school improvement priorities and uphold the professional standards expected across the Trust.

1. Key Responsibilities as a Classteacher

- Plan, prepare, and deliver high-quality, well-structured lessons that engage and challenge all pupils.
- Set high expectations for pupil progress, achievement, and behaviour.





- Use a range of teaching strategies and resources, including e-learning, to meet diverse learning needs.
- Assess, record, and report on pupils' progress, providing timely feedback to pupils and parents.
- Promote a safe, purposeful, and inclusive learning environment.
- Work effectively with colleagues and support staff to maximise pupil outcomes.
- Contribute to the wider life of the school, including assemblies, trips, clubs, and enrichment activities.
- Maintain accurate records of pupil attendance, progress, and attainment.
- Participate in school duties, including break and lunchtime supervision.
- Have a strategic overview of provision for pupils with SEN and/or a disability across the school, monitoring and reviewing the quality of provision.
- Assist with the management and effective delivery of learning support and behaviour support throughout the academy.
- Take full responsibility for the liaison with and support of parents and carers in all aspects of SEN provision.
- Liaise with all agencies involved in supporting provision for children with SEN, ensuring maximum benefit is obtained for our children from all available sources.
- Assess individual children to determine the nature of their special need and provide advice for their future learning.
- Advise the Headteacher on statutory policy changes in relation to SEND and be responsible for updating all relevant SEND documentation.

2. Support for Pupils with SEN and/or a Disability

- Support classteachers with the identification of a SEND need through the Cause for Concern procedure.
- Co-ordinate provision that meets pupils' needs, and monitor its effectiveness.
- Secure relevant services for pupils, by making referrals to appropriate services where required.
- Ensure records are maintained and kept up to date.
- Review the education, health and care plan (EHCP) with parents or carers and the pupil.
- Communicate regularly with parents or carers.
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil.
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.



- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN and / or a disability.
 - Provide relevant training for staff regarding SEND matters and assist with adaptations to the curriculum and classroom practice to enable all SEND pupils to flourish
 - Ensure that DSL training is up to date and work with other DSLs in school to enable vulnerable and SEND pupils to be kept safe within the mainstream environment

3. Qualities, Knowledge & Culture

- Model the school's vision, values, and ethos, including Christian distinctiveness in church schools.
- Promote a positive, inclusive, and aspirational school culture.
- Demonstrate high standards of professional conduct, integrity, and commitment.
- Build strong, respectful relationships with pupils, parents, colleagues, and the wider community.
- Keep up to date with educational research and best practices to improve teaching.
- Show commitment to pastoral care and the wellbeing of all pupils.

4. Working with Others

- Work effectively as part of a year group, phase, or whole-school team.
- Share good practice, ideas, and resources with colleagues.
- Participate actively in staff meetings, planning sessions, and school-wide initiatives.
- Provide clear direction and support to any classroom volunteers or support staff working under your guidance.

5. Strategic Direction of the Academy

- Contribute to the school's improvement priorities and self-evaluation processes.
- Help implement the school's vision, aims, and policies through day-to-day teaching.
- Use data to monitor pupil progress and adapt teaching strategies as needed.
- Support curriculum development and innovation within your phase or subject area.
- Help build a positive behaviour culture that reflects the school's values.

6. Safeguarding

- Promote the welfare and safeguarding of all pupils, following school and statutory procedures.



- Be alert to safeguarding concerns and know how to respond appropriately.
- Create a safe, respectful, and nurturing classroom environment.
- Develop pupils' independence, resilience, and personal responsibility.
- Build positive partnerships with parents/carers to support pupil welfare.

7. Professional Development and Contribution

- Take responsibility for improving personal teaching practice through professional development.
- Lead by example in demonstrating high expectations and positive behaviour.
- Celebrate pupils' successes and contribute to a positive school culture.
- Participate in school improvement initiatives and Trust-wide opportunities as appropriate.

The applicant will be required to safeguard and promote the welfare of children and young people. The Class Teacher with SENDCo Responsibilities is expected to demonstrate a strong commitment to safeguarding and promoting the welfare of pupils, following all school policies and procedures, and to report any concerns appropriately in line with statutory guidance.

This appointment is with Cidari Education (the employer) under the terms of the National Society contract.

This job description forms part of the contract of employment for the person appointed to this post. It reflects the position at the present time and may be reviewed in consultation with the employee in the future. The appointment is subject to the current conditions of employment set out in the School Teachers' Pay and Conditions Document as they relate to classroom teachers.