

# Job Description: Full Time SEND Class Teacher for the Woodlands Provision

Required from September 2026

## Job Description

**Job Title:** Class Teacher with a specialism in teaching pupils with communication and interaction needs.

**Responsible to:** Headteacher, Deputy Headteacher and Assistant Headteacher for Inclusion

### General Duties

The post holder is required to carry out, under the reasonable direction of the Headteacher, the professional duties of a teacher which are set out in the relevant paragraphs of the School Teachers Pay and Conditions document and any subsequent amendments.

The post holder must at all times carry out his/her responsibilities with due regard to the Teaching Standards. The particular duties and responsibilities may be subject to reasonable change from time-to-time following consultation between the Headteacher and the post holder.

### Job purpose:

- Class teacher
- To provide outstanding learning experiences and secure outstanding achievement

### Professional duties:

- To implement and deliver an appropriately broad, balanced, relevant and adapted curriculum for all learners;
- Plan, prepare and deliver lessons appropriate to the needs of the children who are assigned to the class;
- Use effective assessment for learning;
- Assess, record and report on the development, progress and attainment of pupils;
- To ensure teaching provision meets the complex communication and interaction needs of the children;
- To support pupils' spiritual, moral, social and emotional development.

### Specific responsibilities:

- Support the vision and values of Hob Green and drb Ignite Multi-Academy Trust, by striving to live them out daily;
- To provide all learners with experiences which provide them with the opportunity to make good progress, achieve well and reach their full potential;

- To provide adapted teaching to support the specific communication and interaction needs of the pupils;
- To hold high expectations and promote excellent standards of work and behaviour in and out of the classroom;
- Co-ordinate and direct the work of any teaching assistants who are assigned to the provision.
- Integrate formative and summative assessment into weekly and termly planning to ensure the adaptation of tasks to cater for individual needs;
- To follow agreed school policies for planning, marking, assessment, recording and reporting of each child's progress in order to inform planning and raise standards of achievement;
- To play an active part in both external and internal monitoring and evaluation procedures, including the response to outcomes and feedback;
- To work in collaboration with all staff team and with relevant professionals, including external agencies, to ensure continuity and progression for pupils;
- To work closely with the Special Educational Needs and Disabilities coordinator (SENDCO) and the Assistant Headteacher for Inclusion to ensure high quality provision, support the review of provision and outcomes through the EHCP process and build evidence as part of the Assess Plan Do Review cycles;
- To work with external agencies, particularly the Speech and Language Therapists to deliver provision and meet the specific targets for pupils with regards to their communication and interaction needs;
- Communicate and cooperate with wider specialists and outside agencies for the wellbeing and educational development of pupils;
- To work closely with the SENDCO and mainstream school staff to support the successful integration of The Woodlands pupils into wider opportunities within the mainstream school where appropriate;
- Maintain positive relationships with parents/carers and formally report to parents/carers on a termly basis;
- Maintain a safe, stimulating and well organised classroom environment, underpinned by communication friendly mechanisms, where classroom resources can be accessed appropriately by all pupils;
- To promote high standards of behaviour which encourage children to be both respectful and responsible members of the school community and enable an excellent learning climate within the classroom. In doing so, at all times work within the school's agreed behaviour policy;
- To have a pastoral role in supporting the physical, social and emotional development of pupils, ensuring safety as a priority;
- To be aware of safeguarding responsibilities and report any concerns to the school's designated safeguarding lead;
- To keep abreast of current ideas and research and engage actively and professionally in school based in-service training;
- To participate in professional development discussions at least annually;
- To participate in arrangements for Teachers Appraisal in accordance with the school's policy;

- Present high standards of appearance at all times in keeping with the profession and display a professional example relating to punctuality and general behaviour;
- Carry out other duties or responsibilities as directed from time to time by the Headteacher which could reasonably be constructed as being in the remit of the post;
- Participate in the school's timetable of duties relating to supervision of pupils in the playground.
- Abide by the procedures contained in the most recent 'Teachers Pay and Conditions' document.