

# New Christ Church Primary School



## SEN Teacher Job Description

Title and Grade of Post	Qualified Teacher
<b>Job purpose</b>	<p>The Teacher will:</p> <ul style="list-style-type: none"> <li>• Be dedicated to providing an excellent education for children through outstanding practice</li> <li>• Responsible for the safeguarding, care and education of children under their remit</li> <li>• Assess, record and report on pupils' development, progression and attainment, in accordance with agreed school systems and SEND requirements</li> <li>• Have experience and enthusiasm in working with children with complex needs</li> </ul>
<b>Responsible to</b>	<p>The post holder is responsible to:</p> <ul style="list-style-type: none"> <li>• The Headteachers</li> <li>• SENCO</li> </ul>
<b>Duties and responsibilities specific to the post</b>	<p>The Practitioner will:</p> <ul style="list-style-type: none"> <li>• Uphold the vision, values and aims of the school;</li> <li>• Safeguard the children in their care and follow all school policies in relation to safeguarding and health and safety</li> <li>• Implement agreed school policies and guidelines and adapt these where required for the specific SEND children in the unit;</li> <li>• Support initiatives decided by the senior leadership team and contribute to the achievement of the school development plan and its implementation;</li> <li>• Understand and follow school procedures;</li> <li>• Plan, deliver and monitor the curriculum for the children in the unit</li> <li>• Incorporate school events to ensure the unit is inclusive and helps children participate, with adaptations where appropriate, alongside their peers</li> <li>• Interact with and respond effectively and respectfully, to children and adults;</li> <li>• Lead and manage other adults within the nest</li> <li>• Communicate effectively with children and adults, including parents who may need further support to understand their children's specific needs;</li> <li>• Use developed communication skills to encourage and support social / positive behavioural development;</li> <li>• Plan and evaluate learning for the children;</li> <li>• Actively work to maintain a secure environment;</li> <li>• Health and Safety responsibilities to level 2;</li> <li>• Follow procedures in cases of emergencies and accidents;</li> <li>• Effectively manage and communicate with colleagues to deliver planned activities which support and stimulate children's learning and development;</li> <li>• Complete observations, record, and convert to assessment of need;</li> <li>• Complete daily records including shared SEND documents;</li> <li>• Plan and accompany children on visits off premises;</li> <li>• Carry out playground duties as timetabled;</li> <li>• Attend relevant meetings as required, participate in training and performance management;</li> <li>• Be aware of and comply with the school's Behaviour Policy and Code of Conduct;</li> <li>• Undertake any additional duties which may be allocated by the Headteachers after consultation with the postholder which contribute to the overall aims, ethos and work of the wider school.</li> <li>• Work with external advisors to find solutions and help children make progress in a wide range of areas</li> <li>• Organise the day to day learning for the classroom, to include therapeutic and specialist intervention from external practitioners where required</li> <li>• Organise and develop the units environment, ensuring it celebrates and supports children's learning</li> <li>• Support the SENCo and Headteacher in developing other areas of the school accessed by the unit children</li> <li>• Have high expectations of the children within the unit, employing a positive and resilient approach to all challenges</li> <li>• Be able to undertake personal and intimate care requirements for pupils should they need it</li> </ul>

	<ul style="list-style-type: none"> <li>Understand the needs of each individual pupil in the unit and create and adapt planning, teaching and daily routines to meet their needs as appropriate</li> </ul>
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### Class Teacher Person Specification

Area	Requirements
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Qualifications in SEND or physical handling are a desirable attribute</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working with children with complex SEND needs</li> <li>Knowledge of excellent SEND practice</li> <li>CPD training in key aspects of teaching and learning</li> <li>Good/outstanding teacher or (if newly qualified) strong potential to be an outstanding teacher who can use innovative and effective teaching styles</li> <li>Broad understanding of the National Curriculum and Early Years</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability and enthusiasm to work as part of a successful team</li> <li>High standards of personal presentation and professionalism</li> <li>Ability to maintain positive relationships at all levels</li> <li>Approachable and caring manner</li> <li>Respect for others and for diversity</li> <li>Ability to be flexible and to use initiative and adapt to the needs of the specific children in the unit</li> <li>Willingness and ability to share expertise, and seize learning opportunities</li> <li>High expectations of and belief in self and others</li> <li>Good written and oral communication skills</li> <li>Good time management</li> <li>Enthusiasm and energy</li> <li>Willingness to seek advice or help when necessary</li> <li>Ability to positively manage workload and ensure a good work-life balance</li> <li>Sense of professionalism and respect for confidentiality</li> <li>Sense of humour</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Good knowledge and understanding of the National Curriculum and Early Years FS</li> <li>Knowledge of basic health and safety procedures</li> <li>Knowledge of early intervention strategies and SEN practice with regard to young children</li> <li>Knowledge and understanding of different social, cultural and physical needs of children and families</li> <li>Can co-ordinate a subject</li> <li>Understands all aspects of transition and implements transfer initiatives</li> </ul>
<b>School specific needs</b>	<ul style="list-style-type: none"> <li>Commitment to the school's vision, values and aims</li> <li>Commitment to a diverse community</li> <li>Commitment to inclusion and raising standards for children</li> <li>Commitment to children's entitlement to a rich education</li> <li>Willingness to encourage parental involvement in school life and in the education of their children.</li> </ul>