** JOB DESCRIPTION **

**CLASS TEACHER – Leading Inclusion and SEND**

**St Andrew’s Primary School**

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St Andrew’s Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

As a class teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document 2013, and as may be amended by subsequent Documents, and to act in accordance with the school’s ethos, policies and practices, under the direction of the Head teacher.

The teacher with specific responsibility for SEND will be required to undertake the following duties-

**Teaching**

* Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school’s plans, curriculum and schemes of work.
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
* Participate in arrangements for preparing pupils for external examinations (where applicable)
* Support the identification of, and disseminate the most effective teaching approaches for pupils with SEND.
* Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND.

**Whole school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision.
* Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
* Should the need arise, supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.
* Lead, manage, develop and maintain high quality SEND provision which enables success for all pupils in accordance with the current Government legislation and LA policy.
* Arrange the administration associated with the expectations of current government legislation and LA policy e.g. preparing reports and referring individuals to external agencies.
* Be responsible for the production of policies and guidelines in SEND and Inclusion and review these as appropriate.
* Support all staff in understanding the needs of SEND children.
* Monitor the area of SEND throughout school using teachers’ plans and cohort improvement plans. Evaluate the effectiveness of teaching and learning by work analysis and use this evidence to plan future developments.
* Attend relevant SLT meetings and assist in the planning and implementation of any school initiatives or developments.

**Health, safety and discipline**

* Promote the safety and well-being of pupils.
* Maintain good order and discipline among pupils.

**Management of staff and resources**

* Direct and supervise support staff assigned to them and, where appropriate, other teachers.
* Have an opportunity to contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
* Deploy resources delegated to them.
* Assist in the development of support timetables and liaise regularly with the Teaching Assistants to review the needs, progress and targets of children with SEND and accessing interventions.

**Professional development**

* Participate in arrangements for the appraisal and review of their own performance.
* Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
* Lead or arrange staff training when required and in line with the School Improvement Plan.
* Be available to support staff as required.
* Keep abreast of key developments and opportunities which will enhance provision within SEND and Inclusion.

**Communication and Working with colleagues and other relevant professionals**

* Communicate with pupils, parents and carers.
* Collaborate and work with colleagues and other relevant professionals within and beyond the school.
* Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND
* Develop partnerships with parents to ensure that their views are considered and acted upon appropriately.
* Ensure that pupils with SEND are enabled to share their views and that these are acted upon appropriately.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**