



PARKSIDE HOUSE SCHOOL

JOB DESCRIPTION

SEN Teacher with responsibility for the English Curriculum

Main Purpose

All staff must work within the parameters of our Safeguarding Policy and need to be aware of the signs of abuse and neglect so that they are able to, identify cases of children who may be in need of help within our school.

To work within the policies and guidance of Parkside House School as an effective and motivational professional who is ambitious for their pupils and therefore challenges and supports staff and pupils to achieve their best through:

- Inspiring trust and confidence;
- Building team commitment;
- Engaging and motivating pupils and colleagues;
- Taking positive action to improve the behaviour and social development of all pupils
- Being a reflective and self-evaluating practitioner;
- Taking positive action to improve the quality of learning throughout the school.
- Raising the standard of pupil's attainment and achievement within the whole curriculum area and to monitor and support pupil progress.
- To undertake break, lunchtime and after school duties, supervising pupils as well as participating in physical activities.

Teaching, Learning and Curriculum

- To lead the development of appropriate curriculums, resources, schemes of work, marking policies, assessment and teaching & learning strategies within the English department.
- To be responsible for the setting, motoring and evaluating the English curriculum across KS3 and KS4.
- To be responsible for writing and reviewing schemes of work.
- To be responsible for the maintenance of a positive working environment and the care of teaching resources.
- Ensure that all the pupils in your care receive motivating, effective and relevant learning opportunities which meet their individual needs as outlined in their EHCP and in accordance with the school's curriculum guidance
- Provide appropriately differentiated learning experiences that meet the needs of your pupils
- Provide an on-going assessment of the pupil's achievements and abilities, supporting this with robust and comprehensive record keeping, in line with the school's policy

- Demonstrate consistent and effective use of a range of appropriate strategies for teaching and classroom management which upholds the school's high expectations of pupil behaviour
- Set stretching targets for pupils' learning which are ambitious and relevant to each pupil's individual needs
- Work with other professionals in the development to meet the needs of your pupils as appropriate, seeking guidance and support, delivering specialist programmes and providing effective feedback to secure the best possible provision
- Report to the Head teacher, SLT and parents/carers on the development, progress and attainment of your pupils
- Regularly reflect on your practice seeking continuous improvement
- Provide a learning environment for your pupils that is appropriate to their needs and facilitates high levels of achievement for them

Quality Assurance

- To ensure the effective operation of quality control systems
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To contribute to the school's procedures for lesson observation.
- To monitor and evaluate the curriculum area in line with school procedures including evaluation against quality standards.
- To implement modification and improvement where required.

Pastoral System

- To monitor and support the overall progress and development of pupils
- To ensure the behaviour management systems is implemented in the department so that effective learning can take place.
- To act as year tutor and take responsibility for the academic and social development of your group and carry out all duties associated with this role.
- To monitor pupil attendance together with pupil progress and performance in relation to targets set for each individual, ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to the PSHCEE, Citizenship and Enterprise according to school policy.

Wider responsibilities

- Contribute actively to the achievement of the school's improvement and development plan and its implementation.
- Contribute, wherever appropriate, to the display and presentation of materials which support the pupils in their learning and which celebrate their achievements
- Take part in and contribute to meetings to enable us to achieve the shared goals for school improvement and outstanding provision
- Cooperate with colleagues by actively participating within a team which reviews, develops and manages an area of learning within the school



PARKSIDE HOUSE SCHOOL

- Establish and maintain effective working relationships with professional colleagues and parents/carers having due regard to the school's "Code of Conduct"
- Take part in school routines including meetings, assemblies, yard duties, after school clubs and external activities including educational visits and the extended curriculum
- At all times give a high priority to the safeguarding and welfare of the pupils in your care e.g. by carrying out Risk Assessments in line with the Health and Safety requirements of the school and following guidance on Safeguarding
- All teaching staff at PHS may be required to teach a further subject.
- To attend relevant in-service training, within or outside the normal working week
- To be able to dissolve confrontation by means of communication. However at times there may be the need for physical restraint. (All PHS staff undertake Team Teach/ positive handling training)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and students to provide a welcoming environment to visitors and telephone callers.

All school staff have a responsibility to provide a safe environment in which children can learn and have a responsibility to identify children who may be in need of extra help or who are suffering or likely to suffer significant harm, all staff have a responsibility to take action and report this to the Designated Safeguarding Lead.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*