



Springwell Village Primary School

Job Description

SENDCo/Science Lead/ KS2 Class Teacher

Two term temporary post (secondment as appropriate)

MPS/UPS (£25,714 - £41,604) plus TLR2a

Name:	
Responsible to:	The Head Teacher
Responsibilities:	<p>Member of leadership team</p> <p>KS2 Class Teacher</p> <p>Leadership and management of SEND</p> <p>The supervision of support staff within the SEND team</p> <p>The coaching, mentoring and development of all staff for SEND</p> <p>Science Subject Lead</p> <p>The coaching, mentoring and development of all staff for Science.</p>

KS2 Class Teacher:

General

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions documents relating to the Conditions of Employment of Teachers.
2. To follow procedures are in place to keep children and young people safe

Class Teacher

1. To teach children according to the National Curriculum, schemes of work and policies of the school.
2. To provide a clear structure and sequence of lessons which maintain pace and motivation for children.
3. To plan teaching (long term, medium term and weekly) to achieve progression in children's learning by identifying clear teaching objectives; setting tasks which challenge pupils; setting clear and challenging targets for pupils (including involving pupils in setting their own targets) and identifying pupils who have specific needs.
4. To deliver lessons that are at least consistently good.
5. To personalise learning to meet all children's needs.
6. To deliver the curriculum using a variety of teaching styles.
7. To encourage and support children to become independent and self-disciplined learners.
8. To make best use of teaching time by maintaining an orderly classroom and establishing a purposeful learning environment.
9. To use the outdoor learning environment when possible and appropriate.

10. To plan and organise at least one educational visit or visitor each half term (dependent on COVID risk assessment) and to provide engaging hooks for the class to introduce a topic.
11. To use and keep up to date own ICT skills to teach the school curriculum and schemes of work effectively.
12. To assess children's work effectively and regularly, during and after lessons and to teach children self-assessment strategies so they are involved in their own assessment and to use this assessment to inform next steps of learning.
13. To maintain continuity and progression in all areas of the curriculum by using on-going teacher assessment and SATs where appropriate.
14. To update school curriculum as well as class and individual assessment record sheets.
15. To establish a safe and stimulating class room environment which provides evidence of children's work through regularly updated display.
16. To use ICT effectively to support learning for pupils, groups of pupils and individual pupils.
17. To contribute to the whole school learning environment by using display to promote and celebrate effective learning
18. To provide a variety of resources through which pupils learn and make good progress.

Working together

1. To liaise with colleagues about planning and organisation.
2. To liaise with colleagues throughout the school to ensure a whole school approach to all aspects of school life.
3. To maximise children's learning potential by establishing positive and caring relationships with children and their families.
4. To establish links with the community to enable children to learn from direct experience.
5. To share, through appropriate school procedures, all concerns regarding children or adults.
6. To follow all school policies and procedures.

Pastoral

1. To be directly responsible for the safety and welfare of members of the class and indirectly for all children within the school, during teaching times, at the beginning and end of each session and at playtimes on a rota basis.
 2. To take assemblies on a rota basis.
 3. To share responsibility for implementation of the school's behaviour policy across the whole school at all times.
 4. To identify children causing concern and those with specific needs and to inform the Head Teacher.
 5. To liaise with the appropriate outside agencies about children with special needs or those causing concern.
 6. To act as a positive role model to the children in behaviour, presentation and attitude.
 7. To have a positive, proactive approach to school and teaching.
- UPS1-Teachers consistently meet all the threshold standards in their day-to-day work. Teachers demonstrate that they take responsibility for their professional development and use the outcomes to improve their teaching and pupils' learning. Teachers demonstrate that they make an active contribution to the policies and aspirations of the school.
 - UPS2- Teachers demonstrate that they are building on the work of UPS1. Their achievements and their contribution to the life of the school is substantial and sustained.
 - UPS3- Teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

Curriculum Responsibilities:

1. Responsibility, in consultation with the Head Teacher and in co-operation with colleagues, for the oversight and the development of science throughout the school.
2. To ensure that the school's vision, values and ethos are met through all areas of curriculum responsibility and to support with embedding those values across the school by acting as a role model for them.
3. To maintain, in collaboration with the Head Teacher, and by consultation with all stakeholders, aims and objectives for science throughout school.
4. To monitor and evaluate, review and subsequently amend schemes of work for science.
5. To monitor standards of teaching and learning in science through lesson observations, scrutiny of pupils' work and staff planning.
6. To respond to outcomes of monitoring through planning and leading whole staff and bespoke CPD.
7. To act as a source of professional advice, to lead and motivate staff in the teaching of science by keeping abreast of developments in the subject, disseminating them to staff and leading their implementation in school as agreed by leadership team.
8. To attend training courses where appropriate and disseminate information to staff.
9. To organise the purchase of resources based on identified need within school, to monitor their availability and use and maintain an annual audit.
10. To write the school improvement plan for science on an annual basis.
11. To undertake other such duties in connection with science which the Head Teacher may, from time to time, require.

Liaison

1. To develop positive relationships with parents, local schools and the local community.
2. To work effectively with other professionals to ensure the best possible skills and resources are available for all pupils in order to maximise their potential.

Other

1. To comply with health and safety policies and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect yourself and others.
2. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Head Teacher may determine from time to time.

SENCo Responsibilities:

1. To ensure all legal and statutory requirements are met for students with disabilities and SEND.
2. To ensure that the school's vision, values and ethos are met through all areas of SEND provision and to support with embedding those values across the school by acting as a role model for them.
3. To maintain, in collaboration with the head teacher, and by consultation with all stakeholders, aims and objectives for teaching children with SEND across the school.
4. To prepare, in consultation with stakeholders, policies linked to SEND which outline the school's vision and practice. To review and update these on a regular, timetabled basis.
5. Develop an understanding of SEND across school teams and individuals with the view of enhancing performance in this area.
6. Develop coaching and mentoring systems to ensure the support and development of all staff working within the SEND area.

7. To complete all administration tasks linked to SEND, including but not limited to, preparation of reports, liaison with professionals from other agencies, applications for special conditions for statutory tests.
8. To review on a regular basis all school paperwork for SEND including IEPs and provision maps and update as required.
9. To organise annual reviews for all pupils with statements in a timely manner and in line with best practice.
10. To complete and submit all paperwork linked to statutory SEND duties.
11. To organise, attend and run all SEND meetings required for pupils in the school ensuring attendance of all relevant professionals.
12. To compile, organise and maintain pupils' SEND records so that all information is stored securely, accurately and is easily retrieved.
13. Develop and implement systems for recording individual pupils' progress, and collect and interpret specialist assessment data.
14. To monitor standards of teaching and learning for pupils with SEND through lesson observations, scrutiny of pupil's work and staff planning, evaluate the quality of teaching and standards of achievement /attainment for pupils with SEND and set targets for quality controlled improvement.
15. Evaluate work carried out by team(s) and individuals, and ensure a consistent approach regarding SEND across the school.
16. To respond to outcomes of monitoring through planning and leading whole staff and bespoke CPD.
17. Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods.
18. To act as a source of professional advice, to lead and motivate staff in the teaching of pupils with SEND by keeping abreast of developments in the subjects, disseminating them to staff and leading their implementation in school as agreed by leadership team.
19. To attend training courses where appropriate and disseminate information to staff.
20. To lead by example and provide exemplar lessons as and when necessary.
21. To organise the purchase of resources based on identified need within school, to monitor their availability and use and maintain an annual audit.
22. To support and/or deputise for the head teacher with CAF and TAF paperwork and meetings.
23. To contribute to:
 - The termly and annual review of the School Improvement Plan
 - The annual review of the school prospectus
 - Termly written reports to Governors.
 - Governors meeting with written and verbal presentations as required but at least annually with the annual SEND report.
24. To report on achievement and provision for pupils with SEND to the Governing body on a termly basis through challenge meetings.
25. To write the school improvement plan for provision for pupils with SEND on an annual basis and contribute to other areas of this plan as required through LT activities.
26. To undertake other such duties in connection with SEND in the school which the Head Teacher may from time to time require.

Management Responsibilities

1. To be an innovative and supportive member of the leadership working co-operatively and collegiately.
2. To make a significant contribution to the ethos of the school being an active role model for its vision and values.
3. To be jointly responsible, with other leaders, for the smooth day to day running of the school, supporting staff and children with any issues that may arise and working with parents where necessary.

4. To be performance management team leader for all staff within the SEND team.

Headteacher_____

SENDCo/ Class Teacher _____

Date_____

Date_____

This job description will be reviewed annually or earlier if necessary. In addition it may be amended at any time after consultation with you.