

Job Description
Class Teacher and SEND Leader

Grade: Main/Upper Pay Scale

Responsible to: Headteacher and Deputy Headteacher

Job Purpose

- To support and promote an inclusive culture throughout the school, enabling all pupils to achieve their best, overcoming barriers to learning and participation.
- To co-ordinate appropriate provision for pupils with special educational needs and disabilities and liaise with colleagues, parents/carers and outside agencies.
- To oversee provision for ethnic minority pupils, looked after children, pupils with English as an additional language, pupils with identified behavioural problems, and other identifiable groups who need support.

In line with the current School Teachers' Pay and Conditions agreement, it is the responsibility of the post holder to carry out the following additional professional duties:

Fulfil the role of SEND Leader. This will include:

- Working as a member of the leadership team to raise attainment for all pupils
- Have a sound knowledge of the SEND code of practice and ensure the schools SEND provision meets the requirements that it sets out
- Being closely involved in the strategic development of the SEND policy and provision within our school ensuring it is up to date and inspection ready, providing evidence where required
- Encourage pupils with SEND to engage in activities alongside their peers, actively taking the appropriate steps to make this possible
- Having responsibility for the day to day operation of the school's SEND policy and for co-ordinating provision for all SEND, LAC, EAL and other identifiable groups of pupils
- Leading a team of learning support staff including fulfilling the role of line manager in the performance management process, identifying staff training needs and ensure they are met through CPD
- Analysing pupil progress and school, local and national data for pupils with SEND
- Observing and assessing pupils to aid the early identification of those with learning difficulties and assessing and reviewing provision for SEND children, once identified
- Liaise, collaborate and engage with parents of pupils with SEND to develop and monitor IEP's and EHC plans
- Assisting staff in developing teaching and learning and pastoral care strategies for pupils through INSET sessions and staff meetings
- Maintaining and regularly reviewing a register of pupils receiving learning support
- Contributing to pupil progress review meetings for ensuring that success is celebrated and areas for development for pupils with SEND are clearly identified

- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
- Promote a safe and secure learning environment for pupils with SEND, and action improvement plans where necessary
- Undertake training and CPD to improve and maintain a well-rounded knowledge of SEND provision to ensure duties can be effectively performed.
- Reviewing learning support provision termly to ensure it is effective
- Maintaining relevant and up to date learning support resources for use in school, as well as sharing suitable resources for families to use at home
- Keeping up to date with legal/statutory and regulatory requirements and ensuring compliance through implementation of requirements and sharing of information with colleagues
- Reporting to the SEND governor on the effectiveness of provision for pupils with SEND
- Managing own workload and that of others to allow an appropriate work/life balance

Other duties

- Following the school's Safeguarding policy
- Following the school's Equal Opportunities policy
- Maintaining confidentiality and observing data protection and associated guidelines
- Any other duties deemed reasonable, as directed by the Headteacher

Teaching and Learning – Generic Class Teacher Job description

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study

- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*
- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document
- Work collaboratively with others to develop effective professional relationships
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Make a positive contribution to the wider life and ethos of the school
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations.
- To have professional regard for the ethos, policies and practices of the school in and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the head teacher
- This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.