

JOB DESCRIPTION **DUTIES AND RESPONSIBILITIES**



Title of post: Teacher

SEND Class Teacher

MPS/UPS with SEN allowance

The post requires you to teach pupils from the secondary age range with ASD, as well as moderate to severe learning difficulties. In common with all other staff you will be working towards the agreed school aims.

SEND teacher responsibilities

1. Responsible to: Head Teacher, Deputy & AHT
2. To compliment this job description, the post holder will be required to carry out such duties as set out in the relevant paragraphs of the School Teacher's pay and Conditions Document.
3. This job description is effective from 1st September 2025 and will be reviewed on an annual basis as part of the appraisal process.
4. You are required to undertake the following within the schools existing aims, policies and schemes of work
 - a. To be responsible to the Deputy Head Teacher for the co-ordination of all teaching and learning in your class
 - b. To lead a team of Teaching Assistants
 - c. To support the implementation of the school improvement plan as directed by your line managers
 - d. To adhere to all school policies including safeguarding
 - e. To participate in whole school monitoring of teaching, learning and planning
 - f. To contribute to the assessment, accreditation and other data as required by your line managers
 - g. To follow departments monitoring and tracking systems relating to students attainment , progress and achievement
 - h. Regularly analysing teacher assessment data, working closely with Progress and Achievement lead to identify students who require additional support.
 - i. To liaise with parents and encourage parents to support the development of their child's skills as appropriate
 - j. To have high expectations and be an excellent role model as a teacher

LIAISON

- To plan for the effective use of classroom staff, members of the multi disciplinary team and other adults in the classroom
- To work effectively as a member of the classroom and the whole school team
- To contribute to the work of outside agencies such as Children's Services by providing information and attending meetings and discussions as required

JOB DESCRIPTION **DUTIES AND RESPONSIBILITIES**



- To establish positive professional relationships with parents through the Home/School book, phone calls, annual reviews, and parent nights etc
- To establish where possible close working relationships with colleagues in other schools with the aim of increasing integration opportunities for the pupils

CURRICULUM

- To deliver the curriculum using a variety of teaching styles to meet the needs of our pupils
- To organise resources that are appropriate to the child's ability and needs
- Ensure a high quality learning environment
- Follow, contribute and share schemes of work for all subjects taught
- To use the community to enable pupils to learn from direct experience
- To contribute to whole school discussions about the school aims, policies and schemes of work
- To contribute to whole school discussions about the school improvement plan

PERSONAL DEVELOPMENT

- To take a full part in professional development activities including Performance Management.
- To meet all deadlines and attend all meetings punctually
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To attend regular relevant INSET
- To keep ICT skills up to date through relevant INSET
- To keep regular records of personal development activities
- Show resilience as the role can be demanding