

# Priory School

## Job Description: SEND Teacher

**Responsible to:** Resource SENDCO

### Main purpose of the job:

- To carry out duties of a school teacher as set out in paragraphs 61 to 63 inclusive of the School Teachers' Pay and Conditions Document 2011.
- To comply with the DfE Teachers' Standards September 2012.
- To plan, implement and deliver an appropriate and differentiated curriculum for all pupils in their class.
- To contribute to raising standards of pupil attainment.
- To promote the progress and well-being of every child in the class assigned to them.
- Be the teacher in day to day charge of and accountable for the learning within an additionally resourced class.
- Support the school in ensuring that it fully meets the requirements of the SEN Code of Practice.

### Responsibilities:

#### **Planning, Teaching and Class Management**

Teach allocated pupils by planning and delivering an appropriate provision to achieve progression of learning and development of communication, physical, social and emotional skills through:

- Accurately identifying barriers to learning and devising strategies to overcome them.
- Identifying and communicating clear learning objectives and specifying how they will be taught and assessed.
- Identifying and communicating differentiated levels of success criteria.
- Presenting opportunities which provide a balance of challenge and support for all pupils and ensure high levels of interest.
- Setting appropriate expectations of behaviour and managing behaviour in accordance with the school's values, beliefs and policies.
- Setting and communicating clear academic targets, building on prior attainment.
- Setting and communicating clear communication, physical, social and emotional development targets, building on prior attainment.
- Providing appropriate structures for lessons to maintain pace, motivation and challenge.
- Ensuring effective teaching and best use of available time and resources.
- Ensuring the effective and efficient deployment of classroom support.
- Maintaining a positive learning environment.
- Evaluating own teaching critically to improve effectiveness.
- Encouraging pupils to think and talk about their learning, develop relationships, develop self-control and independence and develop their attention and thinking skills.
- Where and when possible, supporting pupils to integrate effectively with their mainstream peers.

#### **Monitoring, Assessment, Recording and Reporting**

- Make effective use of the school's assessment procedures and develop assessment methods that will precisely meet the needs of allocated children.
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Assess and record pupils' progress systematically and keep records that monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Participate fully in pupil tracking and data analysis activities to ensure that children make at least expected progress.
- Prepare and present informative reports to parents and professional colleagues.
- Contribute to and participate in the Annual and Transition Review process for children with EHCP.

## Curriculum Development

- Play an active role in developing the Resource Base curriculum ensuring that this supports the inclusion of children into the mainstream curriculum.
- Liaise effectively with mainstream colleagues to ensure that there are strong links between the mainstream curriculum and what is taught in the Resource Base.
- Ensure that the curriculum delivered in the Resource Base has a strong focus on developing the core skills of numeracy and literacy.
- Contribute to the development of a powerful 'additional curriculum' that supports and accelerates the development communication, physical, social and emotional skills.

## Other Professional Requirements

- Pro-actively promote collaborative working amongst the Resource Base Staff.
- Support colleagues across the school to identify the barriers to learning experienced by children with SEN and devise strategies to overcome them.
- Contribute to staff INSET with regards to specific aspects of SEN and Inclusion.
- Develop positive partnerships with parents and carers and support them to develop their child's learning outside of school.
- Liaise collaboratively with external professionals as part of a multi-disciplinary team and utilise their input to effectively promote pupil's progress.
- Actively seek opportunities for professional development and engage in personal research to ensure a wide, expert and up to date knowledge base with regards to SEN and Inclusion.

## Behaviour and Safety

- Lead by example as a teacher and as a manager, achieving high standards of pupil behaviour
- Together with members of SLT, be responsible for all aspects of safeguarding of pupils
- Be aware of and comply with the school's behaviour policy
- To have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.

## Leadership and Management

- Contribute to upholding the core values and ethos of the school
- Support the Headteacher and SLT in the review, implantation, development and monitoring of whole school policies which promote the school's values, aims and objectives
- Take responsibility for a curriculum area
- Attend team and staff meetings and ensure minutes are followed up if unable to attend
- To take part in the school's staff development programme by participating in arrangements and opportunities for continuous professional development
- To alert the Headteacher of any persistent or major problems being experienced by pupils and contribute towards a solution
- Ensure the effective and efficient use of any staff supporting teaching and learning in the classroom
- Establish good relationships, encourage good working practices and support other members of staff
- Establish good relationships with parents, carers and outside agencies
- Plan, organise, minute and chair meetings where appropriate
- Attend and participate in parent consultations

## Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

## Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People' (January 2009). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

## Freedom of Information

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

## No Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.

Name:

Signed:

Date: