

# Hamstel Junior School

## Job Description



**Post Title:** Special Educational Needs Disabilities Teacher (Qualified teacher) – SEND Teacher

**Responsible to:** SENCo

**Hours:** Full time

**Salary/Grade:** Main scale/UPR depending on experience

### Particular Duties:

To be responsible, as appropriate for the management and organisation in:

- SEND planning, implementation and co-ordination; professional development, resources and fulfilling the statutory requirements as identified in the Code of Practice.
- Uphold the professional code for a Registered Teacher in England.
- Phonics and reading lead for those readers who need intervention across the school
- Class cover to support teacher absence when needed

### 1 Professional Values and Practices

- Maintain high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievement
- Demonstrate and promote the positive values, attitudes and behaviour agreed and expected. Communicate sensitively and effectively with parents, carers and pupils.
- Understand the contribution that support staff and other professionals make to teaching and learning.
- Participate in professional discussion with an awareness of current educational issues.
- Be aware of and work within the statutory frameworks relating to teachers responsibilities.

### 2 Knowledge and Understanding

- Have a secure knowledge and understanding of the Primary curriculum and SEND provision in the school.
- Have a sound knowledge of how to use IT effectively throughout their professional role.
- Understand the responsibilities under the SEND Code of Practice, and know how to seek advice from specialists.

### 3 Planning, Expectations and Targets

- Provide a stimulating environment that promotes inquiry, activity and encourages personalised learning.
- Provide a calm atmosphere in which all members of the school community feel secure.
- Use a range of strategies to promote good behaviour and establish a purposeful learning environment.
- Ensure challenging teaching and learning objectives are set, which are relevant to all pupils.
- Select and prepare resources, taking account of pupils' interests and backgrounds, as appropriate.

### 4 Monitoring and Assessment

- Make appropriate use of a range of monitoring and assessment strategies where appropriate and conduct suitable assessments to support SEND level of support or EHCP information/evidence.
- Involving pupils in reflecting on, evaluating and improving their own performance by giving immediate and constructive feedback.
- Assess pupils' progress accurately using, as relevant, the school assessment system.
- Identify and support SEND pupils, those who are working below age-related expectations, those who are failing to achieve their potential in learning, and those who experience behavioural, emotional and social difficulties.
- Analyse the language demands and learning activities of EAL pupils in order to provide guidance to the EAL specialist for cognitive challenge as well as language support.

- Support teachers on pupils' attainment and progress orally and in writing for parents, carers, other professionals and pupils.

## **5 Teaching and Class Management**

- Set high expectations for pupils' behaviour and establish a clear framework for classroom discipline to anticipate and manage pupils' behaviour constructively, and promote self-control and independence.
- Provide additional opportunities out of class to consolidate and extend work carried out in the class, encouraging pupils to learn independently.
- Plan and teacher groups of children with SEND needs to support their knowledge and understanding of the core subjects
- Be a consistently good to outstanding teacher to support pupil groups and class cover

## **6 Curriculum Responsibilities:**

- Provide support and guidance to Subject Leaders/Teachers/Year group leaders in relation to SEND adaptations
- Ensure SEND resources are in good repair, suitably displayed and available for all
- Advise other staff on resources.
- Prepare a plan for the acquisition and use of SEND resources.
- Arrange for the ordering and management of resources within the delegated budget.
- Attend and provide appropriate INSET and meetings, where needed

## **7. SEND Planning, Implementation and Co-ordination**

- To define relevant skills, techniques and concepts to be taught.
- In conjunction with the SENCo to develop assessment processes which are compatible with the aims and objectives of the school.
- Liaise with key agencies including parents around all areas of SEND
- To ensure parity of ISP/POPP and EAL plans across the school, at a quality assurance level.
- To conduct key SEND assessment to support the SENCo

## **8. General duties**

- To take part in the school's appraisal procedures.
- To undertake training and development appertaining to their role as SEND teacher
- Develop effective professional relationships with colleagues
- Promote the health, safety and well being of the school community
- Duty to report any safeguarding concerns to the school's DSL as per the school's Child Protection and Safeguarding Policy.
- Uphold public trust in the profession, and maintain high standards ethics and behaviour as per the Portico Staff Code of Conduct.
- Make a positive contribution to the wider life and ethos of the school

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. The duties may be varied to meet changed circumstances in a manner compatible with the post held.

The post holder is expected to show a responsible attitude toward Health and Safety and have due regard for their personal safety and that of others. The post holder will support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The school is fully committed to providing opportunities for your continuous professional development in the form of training, mentoring, shadowing, role enrichment, coaching, peer development, etc.

An employee of Portico Academy Trust has a duty to safeguard and promote the welfare of children.