

**Job Description**

**Specialist SEN teacher**

**HOURS: 5 hours per week per year - fixed term contract**

**RESPONSIBLE TO:** Special Education Needs Coordinator

**RESPONSIBLE FOR:**

* teaching individual or small groups of pupils with moderate and or specific learning difficulties literacy and numeracy outside the mainstream classroom.

**Key accountabilities:**

As a SEN teacher, you'll need to:

* teach either individuals or small groups of pupils with moderate and or specific learning difficulties
* set learning targets and monitor to ensure progress
* to prepare lessons and resources
* mark and assess pupils’ work
* develop and adapt conventional teaching methods to meet the individual needs of pupils
* use special equipment and facilities, such as audiovisual materials and computers to stimulate interest in learning
* inspire students to have high aspirations
* be a positive role model
* attend and prepare reports for statutory annual reviews or other related meetings, regarding students with a SEN, which may involve reviewing Education, Health and Care (EHC) plans
* attend in-service training
* manage behaviour.

This job description is designed to outline the main duties and responsibility associated with the post but is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and Headteacher. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract

**ADDITIONAL INFORMATION**

**Safeguarding**

The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to the statutory guidance “Keeping Children Safe in Education” September 2016.

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf>

Staff are expected to adhere to the Trust’s Safeguarding Policy and to undertake regular training.

This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

 For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

**Confidentiality**

Employees of The Green School Trust may see, hear or have access to, information on matters of a confidential nature relating to the work of The Green School Trust or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

**Data Protection**

Employees of The Green School Trust will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1998.

**Equal Opportunities**

The Trust is committed to achieving equality of opportunity and expect all employees to implement and promote the Trust’s Equality Policy in their own work.

**Health and Safety**

Staff are required to comply with the school’s Health and Safety policy at all times.

**Please note**

This job description is designed to outline the main duties and responsibility associated with the post but is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and the Executive Headteacher of The Green School Trust. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.