



SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: SEND Teacher

Job Purpose:

To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of the Charters School and the Learning Support Department. You will work with children who have general learning difficulties, specific learning difficulties, physical disabilities, hearing or visual impairment.

Duties and Responsibilities

ORGANISATION

- in consultation with the Head of Learning Support, to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the Charters School Development Plan and the Department Development Plan
- in accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning, developing and adapting conventional teaching methods to meet the individual needs of students.
- assess, record and report on the development, progress and attainment of the students assigned to him or her within the Charters School guidelines, particularly those children who have long or short-term learning difficulties and work with colleagues to identify individual students' special need.
- manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources, including equipment and facilities, such as audiovisual materials and computers to stimulate interest in learning.
- attend meetings, carry out administrative tasks and duties.
- provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters
- implement the Charters School policy with regard to registration, student absence, dress code and enforce Charters School rules relating to behaviour and health and safety
- participate in full staff and departmental meetings and to contribute to Charters School decision making and consultation procedures
- be involved in the Charters School Performance Management process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the School's goals and Development Plan

GENERAL DUTIES

- to carry out a share of supervisory duties in accordance with published rotas
- to participate in appropriate meetings with colleagues and parents relative to the above duties

RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail)
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Support Learning Support Assistants with day to day issues in the classroom
- Ensure effective communication with all colleagues (teaching and associate staff)