#

**Granard Primary School**

**Job Description**

**SEN Teacher**

**Responsible to the Headteacher and SLT**

**Main Duties and Responsibilities:**

In addition to the general professional duties expected of a main scale teacher (School Teacher’s Pay and Conditions Document 2016) the following specific duties are attached to this post.

**Planning**

Teachers’ planning must cater for the needs of all the children across the whole curriculum. The teacher will plan in collaboration with his/her colleagues to ensure consistency in planning and preparation. The schools agreed schemes of work and planning format must be used.

Termly and weekly plans must be kept in the teacher’s planning file within the classroom, and should be readily available for monitoring by the Headteacher, Deputy Headteachers, Assistant Head, SENCOs, Phase Leaders or Subject Leaders.

**Organisation and Management**

Each teacher will be responsible for the management of their classroom and pupils in line with the school’s policies including the Behaviour Policy.

Teachers who are supported by a Nursery Nurse, Teaching Assistant or individual Learning Support Assistant will be responsible for ensuring they are aware of their duties and are targeted in an appropriate manner to raise achievement of targeted pupil(s). Teachers will need to manage their performance and training needs ensuring that the Headteacher/Inset Leader is kept informed of outcomes. All teachers are responsible for the day-to-day management of personalised learning needs (to include SEN, EAL and more able pupils) in their class.

**School Environment**

Each teacher is responsible for ensuring that children’s work is valued and displayed according to the school’s Display Policy, reflecting high expectations for each pupil and the teacher’s personal commitment to high standards. The area adjacent and outside the classroom is the responsibility of the class teacher and should reflect the learning in the classroom.

**Curriculum Responsibility**

Each teacher (except NQTs) will be responsible for co-ordinating a subject or area within the school curriculum which will be subject to review under the performance and management structure.

**Main Responsibilities will include:**

* Strategic planning to develop an overview of the subject or area within the School Improvement Plan (SIP)
* Secure and sustain effective teaching of the subject, evaluate the quality of teaching and standards of pupils’ achievement and set targets for improvement
* Lead and manage staff effectively, ensuring that all those involved in the teaching of the subject receive support
* Efficient and effective deployment of staff and resources, identifying appropriate resources for the subject and ensure that they are used effectively and safely

**Performance Management**

All teachers will have their performance managed by a Phase Leader (or Headteacher/Deputy) against their job description. This will be seen as an integral part of personal and professional development.

Under the Pay and Conditions Document all teaching staff are required to take part in the management of performance under the direction of the Headteacher.

**Granard Primary School**

**Person Specification**

**SEN Teacher**

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| --- | --- | --- | --- |
| **Qualifications/Experience/Personal Qualities** | **Essential** | **Desirable** | **Evidence** |
| Qualified Teaching Status (QTS) | √ |  | Degree Certificate  |
| Excellent literacy and numeracy skills | √ |  | Application form/ Interview |
| Evidence of a commitment to appropriate and continuing Professional Development | √ |  | Certificates/Application form |
| Relevant primary experience | √ |  | Application form |
| Experience of working with SEN children  | √ |  | Application form |
| Experience of working effectively with children with emotional needs and/or ASD | √ |  | Application form/ Interview |
| Evidence of a good working knowledge, understanding of and experience in using a range of teaching and learning strategies | √ |  | Application form/ Interview |
| Experience of positive behaviour management | √ |  | Interview |
| Effective communication skills  | √ |  | Application form/ Interview |
| An ability to inspire and motivate pupils to learn | √ |  | Interview |
| Evidence of high expectations of pupils to ensure that they can reach their full educational potential | √ |  | Application form/ Interview |
| Can demonstrate a sound knowledge of a range of assessment approaches  | √ |  | Application form/ Interview |
| Has a commitment to and can demonstrate effective personalised provision to promote equality and inclusion in teaching | √ |  | Application form/ Interview |
| Competence in the use and application of ICT | √ |  | Application form/ Interview |
| Can demonstrate working effectively as a member of a team | √ |  | Application form/ Interview |
| Evidence of organisational skills; the ability to be calm under pressure, to use own initiative and to meet deadlines | √ |  | Application form/ Interview |
| Can demonstrate a knowledge of and the importance of safeguarding procedures | √ |  | Interview |
| Enthusiasm and adaptability  | √ |  | Interview |