**SAFFRON WALDEN COUNTY HIGH SCHOOL**

**SEN TEACHER JOB DESCRIPTION**

**Salary/grade:** Mainscale/UPS

**Purpose of the job**

To secure excellent progress for all students through high quality teaching, learning and assessment in an atmosphere in which students feel challenged, valued and secure.

**Key functions**

* To teach the subjects, classes and groups as allocated by the Leadership Team
* To ensure that high quality teaching and learning takes place in all allocated classes
* To provide feedback to students in line with department and school policy
* To engage with curriculum material and participate in the curriculum development work of the department, including writing schemes of work and programmes of study
* Ensuring high standards of work and behaviour within the school
* Monitor the performance of students and intervene appropriately to support underachievement, including communication with parents
* To support the Leadership team in the effective operation of the School

**Specific responsibilities**

The main responsibilities of the past are to:

* Teach the classes allocated, and provide a well-planned, challenging and purposeful learning environment for students
* Support and carry out policies and practices to promote positive student behaviour and achievement within the framework of the Behaviour policy
* Set homework on a regular basis and mark student work promptly
* Assess, monitor, record and report on student achievement in line with School and Curriculum Area policy, including Progress Checks and attending parents’ evenings
* Assist in the identification of student special educational needs, and support the work of the Learning Support Team, including participation in the writing and review of Individual Education Plans
* Share in the development of course outlines, syllabuses and schemes of work
* Make effective use of student performance data, and student and staff target setting;
* Monitor and record student attendance in line with School policy and support the school in ensuring high levels of student attendance
* Participate in and support the Appraisal Policy
* Assist, when appropriate, in the development of the School Improvement Plan
* Undertake specific duties within the Area as agreed with the Area leadership team
* Teach small groups of pupils within our designated classroom
* Work closely with the SENCO and Deputy SENCO
* Develop and adapt conventional teaching methods to meet the individual needs of pupils
* Collaborate with teachers to define appropriate activities for the pupils in relation to the curriculum
* Liaise with other professionals, such as social workers, speech and language therapists, physiotherapists and educational psychologists
* Carry out administrative tasks, including updating and maintaining records of pupils' progress
* Attend statutory annual reviews
* Attend in-service training
* Undertake other such other duties as reasonably required by the Headteacher

**What you can expect**

The successful candidate can expect:

• To work in a large and diverse department

• To have specialist training in various SEN needs

• To have access to excellent whole school CPD

• To have access to a work based coach outside of the department

• To receive support in working with external agencies and parents

• To be part of the wider SEN leadership team

• A comprehensive induction programme both to the school and department.