



NIGHTINGALE SCHOOL

Job Description

Post Title: SEND Class Teacher within Additionally Resourced Provision (ARP)

Grade: MPS/UPS

Responsible to: SENDCo / Headteacher

Main Activities and Responsibilities

The post holder will take responsibility for groups of children within the school's ARP, determined on an annual basis by the SENDCo and in accordance with the duties listed below.

1. Duties

- 1.1 The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively
- 1.2 This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher and governing body by the post holder in the role of 'SEND Class Teacher'.
- 1.3 It is the duty of the postholder to continue to meet the professional standards required of all teachers as set down by the TDA. A copy of these standards can be accessed at www.tda.gov.uk/standards

2. Particular Specific Responsibilities

1. The postholder is responsible to their line manager (the school SENDCo) for his/her duties, responsibilities and teaching tasks.
2. The postholder will interact on a professional level with all colleagues and establish and maintain good working relationships. They will promote the development and effective delivery of the school curriculum for pupils with SEND and maximise the achievements of pupils within the ARP.
3. The postholder will be responsible for the supervision of the work of support staff.
4. The postholder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Headteacher.

3. General Responsibilities

1. To implement the curriculum for pupils with SEND in accordance with the school's philosophy and policies.
2. To organise personalised learning activities and experiences which are differentiated to meet the individual needs and levels of achievement of each pupil
3. To ensure teaching programmes are supported by clear aims and objectives with appropriate links to recognised specialist approaches used within school including; TEACCH, PECS, SCERTS, Attention Autism, Intensive Interaction and sensory regulation as appropriate.
4. To be responsible for planning, tracking, evaluating, assessing and reporting the teaching and learning of pupils, including; completing Evidence for Learning assessments, devising and updating Individual Outcomes on a termly basis and preparing annual reports of special educational needs in accordance with the schools and LA's practices and policies.

5. To teach classes, small groups and individual pupils in all areas of the ARP as directed and required.
6. To provide supervision and direction for the work of the HLTA working within the ARP during times when a qualified teacher is not working directly with the children.
7. Create a well ordered and secure environment that will ensure the educational well-being of individual children within the group. Within this, to be responsible for safeguarding the health and welfare of pupils using appropriate risk assessments and incident/accident recording and reporting as required by the school.
8. Making effective use of ICT to enhance learning and teaching.
9. To ensure in all teaching situations the collaborative nature of working between support staff, external support services and parents.
10. To attend meetings and undertake tasks related to school development, pupils and curriculum as appropriate
11. To take an active role in own performance management and professional development including completing actions agreed at review meetings and in personal action plans
12. Ensuring that the curriculum is differentiated to mean that tasks and activities are matched to the ability of the children and henceforth allowing them to make progress at the right pace and level.
13. Completing all assessments and records as determined by school policy in a timely fashion.
14. Working with school leaders to track the progress of individual children and intervene where pupils are not making progress.
15. Ensuring that equal opportunities are implemented in the classroom and throughout the school.
16. Participating in planning and staff meetings.
17. Contributing to the whole school ethos by taking a leading role in display particularly in own classroom.

18. Contributing towards the development of the school and implementation of whole school policies.

3. Links with Parents/Carers/External Agencies and Colleagues

1. To work collaboratively with parents /carers and ensure they are fully cognisant of their child's progress and development at school including maintaining a daily home school communication book where this is an agreed strategy
2. To attend regular meetings with parents /carers and external agencies in support of pupils
3. To take part in in-service training and maintain professional development and review as required.
4. To establish and maintain positive links with the local community
5. To impart specialist knowledge to colleagues, parents/carers, external agencies and other stakeholders as required

4. Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

This job description outlines the main areas of responsibility associated with the post but is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder.