



The Wyvern Federation

SEND Teacher JOB DESCRIPTION

SECTION A: Reporting to: Headteacher

Job Title:	SEND teacher
Grade:	Inner London Main/Upper Pay Scale + SEND allowance
Hours:	As specified in the STPCD

SECTION B: Responsible for: Teaching Assistants

SECTION C: GENERAL DUTIES

The education and welfare of a group of children in accordance with the requirements of the “Conditions of Employment of School Teachers” having due regard to the requirements of the National Curriculum. To uphold the school’s aims, objectives and schemes of work and any agreed and established school policies. To share in the corporate responsibility for the well-being and discipline of all students.

SECTION D: PURPOSE OF THE JOB

- To be an effective and reflective SEND teacher able to demonstrate and share good practice.
- To engage with the school’s coaching culture, supporting others, to deliver exceptional learning opportunities for all children.
- To use the graduated approach ‘assess, plan, do, review’ to plan, prepare and deliver high quality lessons, adapting them to support individual need, with reference to school policies, national requirements, and local policies.

SECTION E: MAIN DUTIES AND RESPONSIBILITIES

- To fulfil all the responsibilities of the class teacher.
- To support the development of a whole school coaching culture.
- To work collaboratively to develop and adapt learning and support excellence in whole school SEND practice.
- To work as part of a curriculum team
- To ensure that own practice improves the quality of education and raises standards through the monitoring of teaching and learning.
- To have consistently high expectations of behaviour, inclusivity, and children’s learning.

- To co-ordinate assessment and record keeping procedures in own class, reporting on children's attainment and progress.
- To support the Senior Leadership Team, including SEND team, to ensure that the needs of all children are met.
- To prepare displays, assemblies and take part in parents' meetings, as appropriate.
- To keep abreast of current good practice through reading, attending courses, evaluating materials, resources, and ideas, and visiting schools.
- To manage own budget effectively and efficiently ensuring that financial regulations are adhered to.
- To manage and organise non-teaching staff.
- To establish a partnership with parents involving them in their child's learning through regular communication, after school clubs, workshops, and homework etc.
- To be responsible for creating a stimulating environment in which children reach their full potential.
- To be responsible for writing annual reports on the children assigned to you.
- To be able to work effectively and co-operatively within a multi-disciplinary team.
- To ensure the maintenance of good order and discipline among all children and safeguard their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere.
- To be aware of the school's and the local Education Authority's Equal Opportunity Policy, ensuring that all children have full access in order to maximise their achievement and minimise inequality.
- This job description may be amended at any time after discussion with you but in any case, it will be reviewed one year after appointment.

SECTION F: ACCOUNTABILITY

- Teachers are responsible to the Headteacher and, in her absence or on her behalf, the Deputy Head Teacher.
- Teachers are accountable to parents/carers and are in loco parentis when engaged in authorised school activities.
- Teachers are responsible for the curriculum they provide which should reflect school and local education policy and Government legislation.

SECTION G: EQUAL OPPORTUNITIES

- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

SECTION H: SAFEGUARDING

- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

SECTION I: HEALTH & SAFETY

- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

SECTION J: DATA PROTECTION

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

SECTION K: CLASS TEACHER WITH ADDITIONAL RESPONSIBILITIES

Responsibility for meeting the SEND needs of children with Autism,

In terms of:

- Planning
- Assessment of children's progress and achievement
- Record keeping
- Equal opportunities
- Resources

SECTION L: SIGNATURES – JOB DESCRIPTION DISCUSSED AND AGREED

Signature of Post Holder:

Date:

Signature of Supervisor:.....
(Line Manager)

Date:

Class Teacher PERSON SPECIFICATION

ESSENTIAL		DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Primary Training 	
Experience	<ul style="list-style-type: none"> • Experience of Primary/special needs teaching. • Evidence of using and being able to develop planning and assessment procedures. • Experience of working as part of a team 	<ul style="list-style-type: none"> • Working as part of an ASD resource base and / or SEND experience
Knowledge, Skills and Competencies	<ul style="list-style-type: none"> • Knowledge and experience of the characteristics of high quality teaching and the willingness to adopt new strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils. • Ability to identify, take direction and respond to key issues affecting children's performance in progress. • Knowledge of delivering the curriculum subjects to students with complex needs. • Ability to set achievable targets and raise standards and enable staff to maintain good planning and assessment procedures. • Commitment to promoting equality of opportunity in all aspects of school life. • Knowledge of the legal requirements of the National Curriculum and the foundation Stage. • Understanding of the welfare needs of children with complex learning disabilities and a knowledge of Health and Safety issues • Ability to communicate effectively both orally and in writing with pupils, parents/carers, staff and the wider community • Ability to organise own workload effectively. 	
Personal attributes	<ul style="list-style-type: none"> • Aptitude to work as part of a team whilst being self-motivated and action orientated. • Commitment, enthusiasm and energy to undertake the duties of this post. 	