

**Potters Bar Clinic School**

**JOB DESCRIPTION**

**POST TITLE:** SEN Teacher – Functional Skills

**RESPONSIBLE TO:** Headteacher

**JOB SUMMARY**

* To lead on the planning, delivery and assessment of the Functional Skills curriculum across all key stages within the school
* To carry out the professional duties as a teacher in collaboration with other members of the education team and in liaison with other stakeholders which may include; occupational therapists, psychologists, parents etc.
* To contribute as a teacher and a key teacher to the aims and ethos of the school through high standards of teaching, care and support for all students
* To have the highest regard for the welfare and safety of all students and share in the school’s responsibility and duty to safeguard all students in the school.
* To contribute to the wider curriculum and meeting the Independent School Standards through the uptake of whole school responsibilities.

**TEACHING, LEARNING AND ASSESSMENT**

* Plan and delivery of high quality lessons that meet the needs of individual students through the use of specific learning plans.
* Provide a clear structure to lessons, maintaining pace, motivation and challenge
* Implement clear learning objectives and specify how they will be taught and assessed
* Monitor and evaluate student progress through a range of assessment strategies against pre-determined learning objectives
* Make effective use of assessment to inform future planning and teaching
* Assess, record and report on students’ progress systematically and keep records to check work is understood and completed
* Provide the highest standard of support, assisting students in achieving their maximum potential by becoming successful independent learners with a high degree of resilience
* Produce records and reports on the academic, personal and social development progress and needs of the students, as required
* Utilise ICT wherever possible to enhance and support student progress
* Support students on a one-to-one level or in a ward-based environment

**WELFARE AND BEHAVIOUR**

* Manage classes effectively, using approaches which are appropriate to students’ needs in order to involve and motivate them
* Use behaviour management strategies, in line with the school’s policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co- operatively with others
* Monitor student attendance in lessons and ensure that follow-up procedures are put in place where necessary

**GENERAL**

* Work collaboratively with members of the multi-disciplinary team, and share information with team members both formally and informally
* Comply with all on-site and school policies and procedures
* Demonstrate consistently the positive attitudes, values and behaviour which are expected within the School community based on mutual respect between students and staff
* Act as a keyworker to students and complete associated duties

**TRAINING and PROFESSIONAL DEVELOPMENT**

* Participate in all mandatory/statutory training
* Participate in the performance management/appraisal process
* Secure strong subject knowledge and keep your teaching skills up to date
* Identify/attend purposeful educational training needs that will benefit you, other colleagues and/or young people
* Maintain high professional standards and boundaries at all times
* Reflect on and evaluate your own personal performance and participate in supervision

**HEALTH, SAFETY AND SAFEGUARDING**

* Have regard for the health and safety of yourself and others in the workplace and comply with any safety and statutory regulations
* Attend to the personal needs of young people if / as required
* Report any actual or potential health and safety issues and breaches in security
* Maintain the security of the hospital, its premises and property at all times
* Ensure that you and your colleagues are familiar and comply with all fire regulations and evacuation procedures and adhere to these in the event of an emergency
* Understand and implement the school’s child protection procedures and comply with legal responsibilities

This job description provides a framework for the post holder to work within and cannot be considered exhaustive. It may be reviewed in consultation between the employee and their manager. All staff contribute to the pastoral and extra-curricular activities, as well as a whole school responsibility, within the site as well as classroom based delivery.

Employees will be expected to comply with any reasonable request from the Headteacher or persons appointed to act on behalf of the Headteacher, to undertake work of a similar level that is not specified in this job description.

Date: January 2021

**Headteacher Member of Staff**

Name: Name:

Signature: Signature:

Date: Date:

Copy placed in personnel file: Copy given to member of staff: