**JOB DESCRIPTION**

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| **Job Title** | Special Educational Needs Teacher at Croxley Danes School |
| **Line Manager** | SENCO at Croxley Danes School |
| **Pay Range** | MPS/UPS |

**Core Purpose**

* To contribute to the effective functioning of the faculty as a team.
* To maintain high professional and academic standards, remaining up to date in terms of subject knowledge and pedagogical techniques.

All teachers are responsible for safeguarding and promoting the welfare of children.

**Main Duties and Responsibilities**

**Development of the Subject**

* Implement Special Educational Needs policies and practices which reflect whole school aims and objectives
* Support the SENCO in developing a climate which enables staff to liaise positively and proactively with the SEN faculty and both develop and maintain positive attitudes towards the support and development of SEN students
* Use interactions with students to prepare them for the opportunities, responsibilities and experiences of adult life

**Supporting Staff**

* Support the SENCO in ensuring that all new Learning Support Practitioners (LSPs) are appropriately trained, supported, and effectively inducted into the department
* Support the SENCO in ensuring that all new teachers to the school are effectively inducted with regard to the information and support available to facilitate Quality First Teaching
* Encourage staff to discuss developing ideas to enhance the provision for students with Special Educational Needs

**Communication and Liaison**

* Attend faculty and full staff meetings and represent the faculty at other meetings, where appropriate and communicate and work effectively with other members of the faculty
* Meet formally and informally with the SENCO over matters relating to teaching and learning, classroom management and over personal professional development
* Liaise with other staff, including Senior Leaders, Heads of Years, Subject Coordinators and Form Tutors on matters relating to the faculty
* Liaise with the SENCO for the Danes Educational Trust when necessary on matters relating to the faculty
* Under the guidance of the SENCO, liaise with feeder Primary schools to support the transition of students with Special Educational Needs
* Maintain appropriate contact and consult with parents of students as necessary

**Teaching and Learning**

* Support effective curriculum coverage, continuity and progression for all students through wave 2 & 3 interventions such as small group withdrawal from MFL lessons
* Support the SENCO in ensuring that teachers are aware of students’ needs and appropriate strategies to meet those needs in order to inform decisions regarding appropriate teaching and learning methods
* Support the development of students' literacy, numeracy and information communication technology skills
* Contribute to the creation of plans of action to support SEN students who may be underachieving, to include target setting
* Support the development of SEN students' individual learning skills
* Help establish a partnership with parents to involve them in their child's learning, including a contribution to termly SEN reviews where appropriate
* Establish clear teaching objectives in lessons and use appropriate teaching and learning methods
* Prepare lessons thoroughly and review content, presentation and relevance, ensuring that full records of work done are kept
* Follow policies for assessing, recording and reporting on student achievement, and use these to set achievable targets for further improvement for all students of all abilities
* Create and maintain a stimulating learning environment, demonstrating both enthusiasm and high standards of teaching to members of the faculty and students
* Ensure a level of discipline conducive to learning

**General**

* Keep up to date with and follow faculty and Danes Educational Trust (the ‘Trust’) policies
* Assist in the general management of the faculty as directed by the SENCO
* Carry out delegated tasks to meet faculty objectives.

**Equalities**

The post holder is required to be aware of and support difference and ensure that the Trust’s equalities and diversity polices are followed.

**Health & Safety**

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**Criminal Records Check – Disclosure & Barring Service (DBS)**

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that all convictions must be declared, including those that would generally be regarded as ‘spent’. A disclosure from the Disclosure & Barring Service (DBS) will be sought as part of the school’s pre-employment checks. The DBS will provide a report to you and the Local Authority on whether you have any criminal convictions, including cautions and bind-overs.

**Additional Information**

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development as required by the school’s policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

**Supervision/Job Context**

The post holder is managed by the SENCO at Croxley Danes School

**Contacts**

The post holder will work with Senior Leaders, Faculty Co-ordinators, Teaching staff, Learning Support Practitioners, Form Tutors and non-teaching staff. They will have contact with students, parents, governors, and may have contact with advisors and other visitors to the school.

**Knowledge, Experience and Training**

**Essential:**

* Holder of Qualified Teacher Status (QTS)
* Excellent interpersonal skills to facilitate effective communication with a range of stakeholders
* A willingness to undertake Continuing Professional Development and Learning (CPDL)
* Ability to demonstrate patience, flexibility and a sense of humour

**Preferable:**

* Experience and evidence of a positive impact in a similar role
* The ability to show initiative, to multi-task and develop existing skills

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| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Post Holder |  |  |  |
| Line Manager |  |  |  |
| SLT |  |  |  |

NB Signed copy to be returned to Human Resources Administrator for Personnel Records