



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

Job Title: SEN Teacher

SPECIAL EDUCATIONAL NEEDS TEACHER

Core Role:

To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

Main responsibilities:

1、 To aid the pupils to learn as effectively as possible both in group situations and independently by, for example:

- Clarifying and explaining instructions
- Ensuring the pupil is able to use equipment and materials provided
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Liaising with class teacher, SENDCO, parents and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate
- Consistently and effectively implementing agreed behaviour management strategies
- Making appropriate resources to support the pupil(s) and to research appropriate and useful resources in order to improve the work of the department.

2、 To establish supportive relationships with SEN pupils.

3、 To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.

4、 To monitor pupils' responses to the learning activities and, where appropriate, modify or adapt the activities to achieve the intended learning outcomes as stated on the IEP.

思既往 明开来 A PROUD TRADITION. EDUCATING FOR THE FUTURE.

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- 5、 To give positive encouragement, feedback and praise to reinforce and sustain pupils' efforts and develop self-reliance and self-esteem.
- 6、 To mark pupils' work as necessary using positive reinforcement method at the point of learning whenever possible.
- 7、 To support the pupil(s) in developing social skills both in and out of the classroom.
- 8、 To support the use of ICT in learning activities and with specific programmes to support learning.
- 9、 To provide regular feedback on pupils' learning and behaviour to the teacher/SENDCO.
- 10、 Carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills.
- 11、 When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
- 12、 To support the SENDCO by completing observations and reporting findings which will contribute to creating a plan for that pupil.
- 13、 To know and apply school policies on Child Protection, Health and Safety, Behaviour & Teaching and Learning.
- 14、 Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
- 15、 To be aware of confidential issues linked to home/pupil/teacher/school.
- 16、 To contribute towards reviews of the pupil's progress as appropriate.
- 17、 To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
- 18、 To take part in training activities offered by the school to further your knowledge and skills of working with a child with specific learning difficulties.
- 19、 To be willing to support playground/break time supervision e.g. educational games, homework clubs etc.
- 20、 To provide individual support, as required, during examination sessions.

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Additionally: To complement teachers' delivery of the curriculum and contribute to the development of TAs, pupils and school policies and strategies.

To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also, to supervise whole classes occasionally during the short-term absence of teachers.

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners.

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