



JOB DESCRIPTION

POSITION:	SEN Teacher
RESPONSIBLE TO:	Head of College
RESPONSIBLE FOR:	Teaching Assistants

Langdon College

Langdon College provides an exciting and flexible programme of study for students with learning difficulties, disabilities, social anxiety or autistic spectrum disorders, who are aged between 16–24 years and who have an Education, Health and Care Plan (EHCP).

We ensure our students experience a supportive and nurturing environment. Our specialist team of professional teachers and support staff offer tailored education packages and programmes to meet individual needs and abilities. With a wide range of support, our students learn and gain crucial independence and life skills, while improving their confidence and preparing them for their next stage in adulthood.

MAIN PURPOSE OF JOB

- To take responsibility for teaching, learning progress and the welfare of all students in the college.

SAFEGUARDING AND CHILD PROTECTION

- Be fully aware of the responsibility for safeguarding and to help in the application of the Safeguarding policy within the college
- Comply with the college's Safeguarding Policy in order to ensure the welfare of children and young people.
- Promote the safeguarding and welfare of children.
- Ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

STUDENTS

- To be willing and able to work with any student in the college regardless of the complexity of their disability.
- To take full responsibility for the class.
- To cover for staff absence if necessary.
- To work with a variety of students in different class groupings.
- To take full responsibility for, give direction and monitor the work of the teaching assistants.
- To take responsibility for and ensure the safety and security of the students at all times.
- To encourage and help students to develop and maintain a high level of behaviour and have good social skills.
- To encourage and support independence.
- To be fully aware of and to put into practice all safety, security and educational policies.
- To develop and follow all positive behaviour support plans.
- To act as a responsible escort for students when using public, private or college transport.

- To integrate therapy goals as advised by the therapists into the daily programme for each student.
- To work in partnership with all college staff, parents, carers and other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.

CURRICULUM

- Prepare in advance medium term and weekly lessons plans and hand them into the Assistant Head when requested for monitoring.
- Set and evaluate short-term goals in a personalised learning plan and curriculum based targets.
- Monitor all learning and record progress and to make sure that these programmes are meeting the education and welfare needs of each student and fulfilling the recommendations given in the student's EHCP and PLPs and record progress.
- Maintain adequate and appropriate teaching records.
- You may be given a designated responsibility i.e to develop a specific curriculum area or a specialist area of support and support other staff.
- Ensure a high quality learning environment within the curriculum areas taught in

CLASSROOM

- Prepare for all sessions in advance and have all required resources ready.
- Take full responsibility for the care and maintenance of equipment and resources within the classroom or borrowed from other areas.
- Teach consistently high quality lessons.
- Take the lead in looking after the classroom, and directing the tidiness, cleanliness and decor in liaison with the teaching assistants and the caretaker.
- Ensure the learning environment is appropriate for the needs of the students and supports their learning and reflects the curriculum.

STAFF DEVELOPMENT

- Update professional and subject knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in general, and in the curriculum areas taught in.
- Engage actively in the Performance Management process following successful probation period
- Participate in whole college CPD programmes
- Take part in the staff development programme by participating in arrangements for further training and professional development

GENERAL

- To be fully aware of and to keep to the college policies and religious ethos.
- To undertake lunch, playground and security duty as required.
- Attend weekly staff development meetings on days notified from 4.00pm – 5.00 pm or longer when necessary.
- To be punctual and arrive in college in adequate time to prepare the classroom.
- To remain in college after the students have left for the day to complete any relevant paperwork and ensure that the classroom is tidy.
- Attend any training [internal and external] as directed.
- Attend the weekly teachers meeting.

- To set cover work during any leave of absence.
- To adhere to the college's Safeguarding Policy.
- The duties may be varied to meet the changing demands of the college at the reasonable discretion of the Head.

CONFIDENTIALITY

To be totally confidential as follows:-

- To refuse to discuss college matters with parents out of college.
- To resist working with our students on a private basis.
- To discourage evening telephone conversations with parents.
- To decline to discuss students with anyone not involved with that student professionally.
- To discuss with the Head Teacher if the above details are difficult to follow.

**SEN TEACHER
PERSON SPECIFICATION**

	Essential	Desirable
Safeguard and promote the welfare of all students	<ul style="list-style-type: none"> ● Be willing to follow the college Child Protection Policy and procedures and undertake mandatory Safeguarding training as directed by the college. 	<ul style="list-style-type: none"> ● Have experience and understanding of practice and principles for Safeguarding children within an educational setting.
Qualifications	<ul style="list-style-type: none"> ● Qualified Teacher Status 	<ul style="list-style-type: none"> ● Good Honours Degree ● Evidence of commitment to Continuous Professional Development.
Experience	<ul style="list-style-type: none"> ● Varied experience of teaching or working with students with severe or profound learning difficulties or autism. 	<ul style="list-style-type: none"> ● Experience of teaching students with a range of complex needs.
Knowledge and Understanding	<ul style="list-style-type: none"> ● Knowledge and understanding of the Foundation and/or National Curriculum and/or EYFS Framework. ● Knowledge and understanding of SEN provision in a mainstream or special college setting. ● Good knowledge of learning disabilities and their diversities. ● High standard of written work for all lesson plans and reports. ● Ability to develop behaviour modification programmes. ● Ability to use a total communication approach. ● Ability to set up a structured classroom. ● Providing effectively for the individual needs of all students by appropriate planning, delivery and differentiation. ● The monitoring, assessment, recording and reporting of students' progress. ● Effective teaching and learning styles. ● Awareness of P levels 	<ul style="list-style-type: none"> ● The statutory requirements of legislation concerning Equality and the implications in a Special college.
Skills	<ul style="list-style-type: none"> ● Promote the colleges' aims positively, and use effective strategies and practices to foster its ethos. ● Ability to establish a stimulating and high quality learning environment ● Create a safe, secure, happy and effective learning environment. 	

	<ul style="list-style-type: none"> ● Ability to establish good relationships with governors, staff, students, parents, and other agencies supporting the college ● Ability to make and maintain links with other colleges to promote inclusive practice ● To be able to use data to evaluate the curriculum and impact positively on student attainment ● Establish and develop relationships with parents/carers and other stakeholders. ● High level of communication skills and ability to communicate with a wide range of audiences in a variety of settings. ● Ability to use ICT to support planning and assessment as well as the development of high quality resources ● High standard of written work for all lesson plans and reports 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ● Approachable, hardworking, committed, enthusiastic , empathetic, well organised, patient, resourceful. ● Flexibility and the capacity to maintain a positive attitude in the face of a demanding job. ● Ability to work in a team and work cooperatively with any member of staff. ● Ability to give direction and support to classroom assistants. ● Show initiative. ● An acceptance of and commitment to the principles of equal opportunities and rights ● Integrity 	

LANGDON COLLEGE IS COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.

This job description has been received and agreed by:

Name: _____

Signature: _____

Date: _____