

## Teacher of SEND

**Scale:** UPS/MPS + SEN Point 1/or 2 depending on experience

**Responsible to:** Key Stage Co-ordinator

### Job Purpose.

To carry out the professional duties of a teacher as set out by the Teacher Standards.

To provide for the educational, social, moral, spiritual and cultural development of each of the students in your class and for monitoring high standards of teaching and learning, marking, monitoring and assessment and communication with parents / carers.

### DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

1. Role model the ethos and core values of the school.
2. To teach students assigned to your class and to ensure that planning, preparation, recording, assessment, accreditation and reporting meet their varying learning and social needs.
3. To ensure the effective and efficient use of any staff who support the delivery of teaching of and learning.
4. To set targets for pupils learning based on prior attainment.
5. To devise, contribute to and implement statutory assessment, annual reviews and SSPs (student support plans).
6. To implement and follow school policies and procedures as approved by the Head Teacher, Leadership Team or Governors.
7. To take part in community and liaison activities such as Open Evenings, Parents/ Carers Evenings and liaison with Partner Schools.
8. To communicate, as appropriate, with the parents/carers of pupils and with external agencies.



9. Consult with staff over individual pupils and co-operate with agreed courses of action.
10. Provide an appropriately stimulating classroom environment where resources can be accessed by all pupils.
11. To be responsible for the condition of the teaching space used and report any damage to fixtures or fittings to the appropriate person.
12. To use ICT to support learning and teaching and raise standards.
13. To participate and engage with the appraisal process, for the appraisal of own performance and that of other staff.
14. Maintain good order and discipline in accordance with the school's Behaviour policy.
15. To maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school.
16. To maintain an accurate register of pupil's attendance.
17. To participate in arrangements and opportunities for continuous professional development.
18. To attend and participate in all relevant meetings.
19. To comply with the school's health and safety policy and undertake risk assessments as appropriate
20. To ensure the personal care and hygiene of pupils are met and to participate in appropriate training.
21. To be prepared to teach across the range of age and need within school.

**GENERAL**

1. The postholder must carry out his or her duties with full regard to the Riverbank (Equal Opportunities Policy).
2. The postholder will perform any other duties and responsibilities within the range of the salary grade.

## Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

## Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's

role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and

any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

### **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

### **Training and Development**

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

***Job Description Reviewed By: D.Lisowski (October 2018)***