



## JOB DESCRIPTION

POSITION:	SEN Sixth Form Teacher with responsibility for Careers
REPORTS TO:	Headteacher / Deputy Headteacher
GRADE:	Main Scale M3-M6 or UPS (Inner London) SEN1 allowance dependent on experience + TLR2B

In addition to those set out in the current Teacher's Pay and Conditions Document.

### RESPONSIBLE FOR

Teaching assistants assigned to the class.

### PURPOSE OF POST

Form Teacher responsibility for a class of Key Stage 5 pupils. To contribute to teaching and learning across the school as required. To contribute to the raising of standards of achievement of all pupils at Highshore Lead careers information, advice, and guidance programs across the school and

### MAIN DUTIES AND RESPONSIBILITIES

To draw up individual education plans for the pupils in the class in collaboration with the members of the multidisciplinary team and to ensure their implementation and review

- To assess, monitor and evaluate the progress of the pupils in the class and to ensure their activities are appropriately recorded.
- To devise, implement and evaluate the behaviour management programmes in the light of the school and departmental policies.
- To act as line manager and team leader for learning support staff assigned to the class.
- To plan and deliver a differentiated curriculum within the school curriculum framework to meet the needs of the pupils based on a sound knowledge of their prior attainment.
- To teach English and Mathematics to the form class and / or other classes as required
- To prepare pupils for accreditation



- To provide teaching of other subjects across the school as required
- To plan and deliver a differentiated curriculum within the school curriculum framework to meet the needs of the pupils based on sound knowledge of their prior attainment
- To participate in teacher meetings and to chair and minute class team meetings
- To prepare paperwork for EHCp / PCP meetings and to chair or participate in the annual review process for the children in the class in the light of school policy.
- To offer a supportive partnership to the families of children in the class
- To support and implement the school and Local Education Authority's equal opportunities and safe guarding policies.
- A willingness to continue one own professional development through participation in further training both in school and with external agencies
- To liaise with colleagues to ensure consistency, smooth transition and curriculum coverage between Key Stages 3,4 & 5

### **PARTICULAR RESPONSIBILITIES**

The particular responsibilities of this post are related to subject leadership as follows:

- Seek to ensure learners, providers and parents/carers are prepared for life and education beyond Highshore School.
- Work in collaboration with the curriculum leads to ensure best practice throughout the school, including relevant awards and accreditations in regards to preparation for adulthood.
- Have responsibility for careers and careers information, advice, and guidance programme/ curriculum in 6th Form and across the school.
- Ensure effective transitions from 6th Form to adult services, colleges and other organisations beyond Highshore School.
- Work with external agencies including careers advisor.
- Strive to ensure learners experience a range of work experience within the community; meeting individual learner interests within the employment sector.
- Provide and develop Enterprise opportunities as preparation for real work.



- Pursue sustainable development of SLD provision and educational opportunities with local organisations for learners beyond Highshore School.
- Ensure 6th Form remain part of the school community, working collaboratively with classes across the school.
- Advise the Headteacher and colleagues on their areas of responsibility, with reference to the implementation of curriculum requirements, and its broader relevance to the school's curriculum, aims and policies.
- Seek to ensure the effective use of the school's resources, equipment, and facilities for the teaching of both subjects and/or areas of responsibility

### **Other Responsibilities**

#### **Data Protection**

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the General Data Protection Regulations 2018 for the security, accuracy, and significance of personal data held on such systems.

#### **Equal Opportunities**

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

#### **Health and Safety**

Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.

#### **Other Duties**

To undertake such other duties as may be required commensurate with the grade of the Post.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

This job description will be reviewed annually as part of the performance management review process after consultation with the Headteacher and the postholder.

## Person Specification - SEN Sixth Form Teacher with responsibility for Careers

QUALIFICATIONS AND TRAINING	
Qualified to degree level and above	Essential
Qualified to teach in the UK	Essential
Right to work in the UK	Essential
Recent and relevant professional development, e.g. Qualification in CEIAG	Desirable
EXPERIENCE	
A proven track record of recent and successful primary or secondary class teaching of pupils with complex needs and learning disabilities	Essential
Successful experience of differentiating and teaching the National Curriculum for pupils with learning difficulties	Essential
Experience of working in a special school	Essential
Experience and knowledge of what strategies and systems work to help pupils with complex needs and learning difficulties.	Essential
An understanding of opportunities for pupils transitioning into adulthood	Essential
Delivering a careers programme	Essential
Developing strategies for creating community links and working with external agencies / other professionals	Desirable
KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB	
Good understanding of current theory and practice of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of secondary age with SEN.	Essential
Good subject knowledge of assessment methods	Essential



# Highshore School

Knowledge of the Literacy and Numeracy curriculum in order to teach these subjects to form class	Desirable
Understanding of effective strategies for maintaining high standards of behaviour management within the classroom and in accordance with the school's policy	Essential
Knowledge and understanding of Careers Information, Advice and Guidance in schools	Essential
An understanding of equality of opportunity issues and how they can be addressed in schools	Essential
Ability to provide a model of best practice within own and others' classrooms.	Essential
Good communication skills, including with pupils, parents and carers, other staff and external agencies.	Essential
To be flexible, accessible and approachable.	Essential
A commitment to raise achievement.	Essential
The ability to provide leadership to a team in planning and implementing the curriculum.	Essential
A commitment to furthering own professional development and to the principle of continuous improvement.	Essential