

SEN Teacher

Line Manager	SENCO
Type of post	Permanent (full-time)
Salary Scale	Main Pay Scale

Job Purpose

- To provide outstanding teaching and learning to our SEN classes. To provide outstanding teaching and learning to a variety of ages and for a variety of subjects. To support SEN pupils in their learning throughout the school

Main responsibilities

- The teaching of SEN at KS3 and KS4 level.
- The teaching of a range of subjects at KS3 and KS4.
- Teaching and preparing pupils for relevant qualifications in various subjects
- Supporting staff/pupils/parents in preparing pupils for secondary transfer.
- The delivery of extra-curricular activity.

Whole school responsibilities

- To act as form tutor, attend meetings, to carry out related duties such as administration, pastoral care, and meet the social and curricular needs of pupils and students in accordance with the general job description.
- To contribute positively to the atmosphere of the whole school.
- To uphold and implement the policies and ethos of the school both in and out of the classroom as directed by the Head Teacher.
- Contribute to the whole-school dimension of your subject.
- Contribute to the school's extra-curricular provision.

The teaching of SEN (and other subjects) at KS3 and KS4 level.

- To teach SEN classes at KS3 and KS4.
- To teach various subjects at KS3 and KS4 level.
- To devise, review and maintain appropriately differentiated schemes of work to ensure all pupils have the opportunity to experience success in our SEN classes. ● To select and deliver a relevant external accreditation/qualification for pupils at KS4.
- To ensure the effective implementation of all school policies, in particular the school's core policies in Safeguarding and Child Protection, Promoting Positive Behaviour, Assessment, Marking, Moderation and Reporting and Teaching and Learning.
- To maintain and manage a stimulating and safe learning environment which enhances all pupils' learning opportunities.
- To be aware of developments in SEND and disseminate relevant information to colleagues.
- To plan and deliver extra-curricular activities, theme days and educational visits.

Raising standards

- Implement common standards of good practice for the effective teaching and learning within your lessons.
- Be supportive of extra-curricular activity within the Department.
- Liaise with classroom support staff in the planning and preparation of appropriate programmes and resources to support pupils' individual needs.
- Implement the school's policy on rewards and sanctions and to contribute to the promotion of good order and a disciplined working environment throughout the school.
- Ensuring that your teaching room presents an attractive and stimulating environment.

Communications

- Attend Faculty/Departmental meetings as necessary.
- Liaise fully with team members over all relevant issues.
- Support the school's policy in ensuring that all reports to parents/carers are produced to a high standard and meet the agreed timescales.
- Ensure effective communication as appropriate with parents/carers and relevant external bodies.

Pastoral responsibilities

- Take responsibility for safeguarding and promoting the welfare of pupils.
- Promote, monitor and support the overall progress, well-being and development of assigned pupils.
- Evaluate and monitor the progress of assigned pupils and keep up-to-date pupil records as may be required.
- Implement the school's Conduct Code to ensure that effective learning takes place.

Teaching

- Undertake an appropriate programme of teaching within the school, ensuring a high-quality learning experience for pupils.
- Assess, record, analyse and report on the progress, development and attainment of; to keep such records as are required.
- Ensure that ICT, literacy and numeracy are reflected in the teaching/learning experience of pupils.
- Develop and use a variety of delivery methods which will stimulate learning appropriate to pupils' needs and the demands of Department schemes of learning.
- Provide oral and written assessments, reports and references relating to individual and groups of pupils.
- Maintain discipline in accordance with school policy and to encourage high standards with regard to punctuality, behaviour, standards of work and completion of homework

Additional responsibilities

- Support for non-specialist staff in your lessons.
- Assist with Department Quality Assurance.

Equality and Diversity

The School has a strong commitment to achieving equality in its service to pupils, students, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety

The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

- understanding the hazards in the work they undertake,
- following safety rules and procedures,
- using work equipment, personal protective equipment, substances, and safety devices correctly,
- working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the School by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks,
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work-related ill health conditions to their manager. Employees shall read the School's Health & Safety policy to understand their responsibilities as an employee.

Information Security

In order to protect the confidentiality, integrity and availability of School's information, including information provided by pupils, students, parents, partner organisations and other third parties, where applicable, employees will comply with the School's Information Security Policy.

Commitment to Safeguarding of Children and Vulnerable Groups through safer employment practice

Kingsford School is committed to safeguarding and promoting the welfare of children and young people. Safe recruitment of staff is central to this commitment, and the School will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children and young people. All staff employed to work with or on behalf of children and young people in the School must be competent.

This job description may be subject to amendment or modification at any time following consultation. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Newham's Equal Opportunities Policies and the school's Code of Conduct. All the above duties are to be carried out in line with current Health & Safety legislation.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date

PERSON SPECIFICATION: Teacher of Science (full-time or part-time)	Essential	Desirable	Evidenced by
Qualifications			
A good degree from a recognised university either in the UK or overseas. A PGCE or equivalent teaching qualification. QTS.	✓		Application
Relevant professional development.		✓	Application
Evidence of further study/research, particularly in the field of education.		✓	Application
<i>A comparable amount of training and experience may be substituted for the minimum qualifications</i>			
Experience			
Experience of having responsibility for some aspect of work within the department e.g. managing coursework assignments.		✓	Interview
Proven record of delivering successful classroom experience in a multicultural school.	✓		Interview
Experience in a pastoral role.		✓	Interview
Knowledge and Skills			
Evidence of keeping abreast of current education issues; an awareness of current educational legislation and developments in the subject/s of this department.	✓		Application/Interview
Excellent knowledge of current curriculum issues and developments as related to the subject/s of this department.	✓		Application/Interview
A thorough knowledge and understanding of strategies to meet the needs of a wide range of learners.	✓		Application/Interview
Experience/knowledge of how children learn with evidence to show how this can be effectively translated into classroom practice.	✓		Application/Interview
Good knowledge of the latest digital technology and how it can enhance learning and communication.	✓		Application/Interview
Excellent knowledge of the National Curriculum in respect of the subject/s of this department.	✓		Application/Interview
Ability to use data to inform on interventions for maximising achievement.	✓		Application/Interview
Good knowledge of effective formative and summative Assessment methods and outstanding knowledge and application of use of a range of teaching and learning strategies, including ICT, in order to effectively engage pupils.	✓		Application/Interview
Excellent communication (Oral and written), interpersonal and organisational skills.	✓		Application/Interview
The ability to show initiative within the framework of a strong and supportive team.	✓		Application/Interview
Excellent working knowledge of the Examination Board specifications for the subject/s of this department; as well as thorough understanding of the UK examination system.	✓		Application/Interview
Ability to teach at least two subjects		✓	Application/Interview
General/Personal Qualities and Characteristics			
An intellectual interest in the subject/s of this department and a passion for the subject and all it offers.	✓		Interview

Clear moral purpose with a high expectation of self and others. Good sense of humour.	✓		Interview
A strategic vision for the Spiritual, Moral, Social and Cultural dimension of Science across the school.	✓		Interview
An excellent attendance and punctuality record.	✓		Interview
A willingness to proactively learn and develop new skills.	✓		Interview
The desire and ability to contribute towards raising achievement at department level.	✓		Interview
A commitment to high standards and expectations for self, staff and pupils.	✓		Interview
An understanding of and commitment to equal opportunities.	✓		Interview
A willingness to be involved in activities that promote the extended school agenda. Resilience and a sense of humour.	✓		Interview

End of Job Description and Person Specification.