

Name		Alec Reed Academy
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Date reviewed		

Job Description



The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	Primary Phase SEND Teacher
Location/work base	
Grade	Main/Upper Pay Scale + SEN2
Reporting to:	The Board of Trustees through the Principal & CEO
Line Manager	Assistant Head of Primary Phase (SEN & Inclusion)
Posts directly supervised:	Nominated SEND CLASS Workers
Staff or contractors indirectly supervised	Nominated agency SEND CLASS Workers

THE MAIN PURPOSE OF THE JOB

Purpose:

- The main purpose of the Primary Phase SEND Teacher is to teach and provide support to pupils with additional needs across the Primary Phase.
- Performance Targets will be set and agreed as part of the annual cycle of Performance Management review.

SPECIFIC DUTIES AND RESPONSIBILITIES

Teaching:

Specific duties relating to the Special Educational Needs and Disabilities Teacher include:

- To establish and deliver a coherent and appropriate curriculum for a group of complex needs pupils and to lead the teaching and learning activities within the SEND base with regard to particular subject areas.
- To provide assessment, support and guidance for complex needs pupils and for pupils with SEND in the mainstream school as required.
- Provide reports for learners, parents, LA and other external agencies (as required).
- To plan and deliver individual and/or group learning programs and support as a result of assessment.
- To complete documentation to appropriate professional standards.
- To participate in or chair annual reviews under the direction of the Assistant Head of Primary Phase (SEN & Inclusion).
- To raise staff and pupil awareness of complex needs.
- To keep up to date with current developments in supporting pupils with complex needs.
- To attend SEND team de-brief meetings to discuss individual pupil learning.
- To liaise with parents/carers where appropriate to ensure that support needs are identified early and can be met effectively.
- To maintain records of the support provided for complex needs pupils and the impact on their progress and attainment.
- To provide support to the wider school in meeting the needs of pupils with SEND.
- To play an active role in planning for the future development of the SEND team through training events/meetings.
- To identify the training needs of staff working within the SEND department and wider school and deliver appropriate training, as required.
- To promote the work of the school to other interested parties.

Behaviour and Safety:

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage individuals/groups effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed
- Maintaining good order and discipline among the students and safeguarding the health and safety of students and others authorised to be on the Academy premises and when they are engaged in authorised Academy activities elsewhere in line with the Academy Health and Safety Policy.
- Ensuring to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct.

Team working and Collaboration:

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments

- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

Fulfil Wider Professional responsibilities:

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Professional development:

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

General

- Encourage and support the provision of enrichment activities.
- Promote the ethos of the Academy.
- Undertake such duties as the Head of Primary Phase may determine as reasonably falling within the role of Primary Phase SEND Teacher.
- Undertake whole Academy duties as may be reasonably determined by the Principal.

The detail determined here refers to the particular responsibilities of a Primary Phase SEND Teacher. In addition each Primary Phase SEND Teacher is required to carry out their duties of a Teacher as set out in the Conditions of Employment as adopted by the Academy and as outlined in the Teacher Job Description.