

SEND Teacher job description

Employment details	
Job title	Teacher of SEND
Reports to	Head of Learning Support

General duties

- Continuously meet at least the minimum standards outlined in the DfE's 'Teachers' Standards'.
- Comply with school policies and procedures, in particular those relating to child protection and safeguarding.
- Attend staff meetings, INSET days, parents' evenings, parent consultation meetings, and any other functions or meetings required.
- Support the SENDCO wherever possible, e.g., through attendance at departmental meetings.
- Take responsibility for completing CPD and keeping up to date with developments relating to subject matter.
- Establish effective working relationships with colleagues and set a good example for pupils through a high level of professionalism.
- Participate in any performance-related appraisal arrangements made by the school.

Key Responsibilities

- Teaching and supporting a pupil with a range of special educational needs.
- Planning and delivering highly personalised, engaging lessons that reflect individual EHCP targets and learning styles
- Thinking differently about education—integrating sensory, practical, outdoor, and play-based activities to boost motivation and access.
- Supporting the whole child, including their communication, social interaction, emotional regulation, and self-esteem
- Monitoring and assessing progress regularly, ensuring all aspects of pupil growth are recognised.
- Working collaboratively with a multidisciplinary team to deliver consistent, high-quality support.
- Making effective use of the school's specialist spaces and resources to enhance learning experiences.
- Building positive relationships with pupils, families, and carers to support the learning journey.

Behaviour

- Manage behaviour effectively to ensure a good and safe learning environment by:
 - Having clear rules and routines for behaviour, which are applied consistently and calmly, and taking responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's Behaviour Policy.
 - Using positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.
 - Having high expectations of behaviour, and establishing a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
 - Maintaining good relationships with pupils, exercising appropriate authority, and acting decisively when necessary.

Personal and professional conduct

- Fulfil wider professional responsibilities by:
 - Making a positive contribution to the wider life and ethos of the school.
 - Developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
 - Arriving in class, on or before the start of the lesson, and begin and end lessons on time.
 - Cover for absent colleagues as is reasonable, fair and equitable.
 - Taking responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- Communicating effectively with parents with regard to pupils' achievements and wellbeing.
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - Being a role model to students through personal presentation and professional conduct.
 - Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
 - Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions.
 - Showing tolerance of and respect for the rights of others.

- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
 - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in attendance and punctuality.
- Have an understanding of, and always act within, the statutory frameworks which set out teachers' professional duties and responsibilities.

Organisation

- Assist in the development of teaching resources and teaching strategies alongside other colleagues in the SEND department.
- Identify clear teaching objectives, content, and lesson structures, and plan sequences of lessons appropriate to the subject content and the pupil being taught.

Additional duties

- Assist with extracurricular activities.
- Carry out additional tasks as reasonably expected under the direction of the headteacher.