

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>SEN Class Teacher</b>
<b>Academy:</b>	<b>Thomas Walling Primary Academy</b>
<b>Reporting to:</b>	<b>Headteacher</b>
<b>Salary/Pay range:</b>	<b>Main Scale</b>
<b>Hours of work:</b>	<b>Full time, fixed term</b>

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### **Purpose of Job**

To positively contribute to raising standards of attainment and achievement for all pupils at Thomas Walling Primary Academy in all aspects of Academy life through providing high quality teaching and high-quality support and guidance to all pupils in their care, through fully utilising their skills, talents, knowledge and expertise and through setting a positive example in their own professional behaviour.

### **Main Duties and Responsibilities**

#### **Teaching and Learning**

- To raise standards of attainment and achievement through working to the direction of the Headteacher, of the school(s) where you are allocated, having regard for the curriculum, assessment recording and reporting of the school(s).
- To plan, prepare and deliver courses and lessons appropriate to the individual needs and abilities of all pupils.
- Know the school's SEN strategy and policy
- Carry out assessments of pupils with SEN to identify needs and monitor progress - including observations in the classroom and meeting with teachers and parents
- Work with classroom teachers, the school leadership team, parents and relevant external agencies to develop, implement and monitor individual support/learning plans
- Provide regular updates on pupil progress through written reports and meetings with parents
- Work with the SEN lead to make referrals and liaise with professionals outside of the school - this could include psychologists, health and social care providers, speech and language therapists and occupational therapists
- Develop and maintain systems for keeping pupil records, ensuring information is accurate and up to date
- Keep up to date with national and local policies related to SEN and cascade information to colleagues.
- To keep appropriate records in accordance with Academy policy and practice with the school(s) where you are allocated.
- To contribute to school and whole Academy planning activities.
- To assist with the monitoring and evaluation of teaching and learning including subject delivery, work scrutiny, resource audits and data analysis.
- To encourage and maintain high standards of behaviour and discipline in order that effective learning can take place, and good relationships can be formed within

the Academy community and to follow the Academy's procedures where pupils fail to cooperate with our expectations.

- To work effectively with support staff.
- To develop your own subject knowledge and expertise, keeping up to date with national developments, teaching practice and methodology to support pupils in achieving high standards.
- To manage classroom resources effectively.
- To take part with colleagues in developing the quality of learning areas of The Academy.
- To participate in meetings organised through The Academy for the purpose of raising standards of attainment and achievement including meetings with parents/carers or appropriate bodies.
- Work as part of a SEND team within school.

### **Pupil Welfare and Development**

- To provide high quality support, guidance and advice to pupils on educational and social matters and make records and reports in accordance with Academy Policy and the practice of the school(s) where you are allocated.
- To provide high quality support, guidance and advice to students on their further education and future careers and make records and reports in accordance with Academy Policy and the practice of the school(s) where you are allocated.
- To make records and reports on the personal and social needs of pupils in accordance with academy policy and the practice of the school(s) where you are allocated.
- To communicate and consult with parents in accordance with Academy policy and the practice of the school(s) where you are allocated.
- To provide coach/mentor support to pupils allocated to you in accordance with Academy policy and the practice of the school(s) where you are allocated.
- To encourage students to develop high quality learning behaviour in order that effective learning can take place and good relationships can be formed within the Academy community.
- To follow the Academy's procedures and the practice within the school where you are allocated, when pupils fail to cooperate with the expectations of the Academy.
- To contribute to ensuring the health and safety of all pupils through managing and supervising their safety at all times including coming in to The Academy and leaving The Academy, moving between lessons and break times.
- To participate in meeting organised through The Academy for the purpose of pupil welfare and development.
- To participate in meetings with parents/carers or appropriate bodies for the purpose of enhancing pupil support.

### **Resources**

- To prepare high quality resources appropriate to raising standards.
- To maintain resources in good quality condition.

- To identify resources appropriate to the various learning needs of pupils and advise colleagues.

### **Professional Development**

- To participate in the Academy's Appraisal and Performance Management.
- To take responsibility for your ongoing development in your role as a Teacher at Thomas Walling Primary Academy.

### **Other Duties**

- To carry out any other duties in accordance with the expectations of a main scale Teacher at the reasonable request of the Head of School of Thomas Walling Primary Academy.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2023, where required.