

# SEND TEACHER JOB DESCRIPTION



The SEND Teacher will be responsible for delivering and coordinating the daily teaching, planning, assessment and pastoral care for a small group of pupils with mild to moderate learning needs across Key Stages One and Two. He/she will work closely with the main school SENDCo and report to the Assistant Head as well as liaise with local authorities and external agencies to support the varying learning and pastoral needs of the pupils.

## **Teaching and Learning**

To teach a small group of SEND pupils with a range of learning differences.

To provide a quality of teaching and learning provision so that all pupils make progress in line with the targets and recommendations of their Learning Plans or EHCPs.

To work closely with the main school SENDCo to monitor pupil social communication and overall development.

To contribute actively to provision mapping and annual reviews.

To support pupils, when and if appropriate, during any involvement with the main school, personalising learning as needed.

To supervise, plan and guide, as appropriate, the work of support staff who are assigned to work with the group.

To take account of pupils' prior attainment, learning styles and needs and use them to set appropriately challenging targets and learning activities.

To keep high quality records to promote tracking and monitoring of pupil progress using data and teacher assessment records.

To mark, assess and report on pupils' work in line with school policy, providing constructive oral and written feedback with clear targets and guidance for future improvement.

## **Pastoral Care**

To provide pastoral support and guidance for all pupils in the post holder's care, classes or tutor group.

To take responsibility for promoting and safeguarding the welfare of children and young persons.

To work closely with the Form Teachers for each pupil in the group.

To be the first point of contact for parents to update them on their child's day, learning and achievements.

To set targets for high expectations for pupils' behaviour, learning, motivation and presentation of work by establishing a purposeful working atmosphere and providing challenging and inspirational learning experiences.

To attend Parent Evenings' and individual meetings as well as complete written reports to keep parents informed as to attainment and the progress of their child towards targets.

### **Special Educational Needs and Disabilities - Group Coordination**

To oversee the smooth running and needs of the small group of pupils in his/her care on a day-to-day basis.

To plan for and liaise closely with the teaching assistant supporting the group.

To communicate closely with the local authorities on such matters as those linked to the funding, EHCPs and reviews for pupils in the group.

To be the person responsible for the learning and welfare of each pupil within the group.

To advise the Headmistress on potential new entrants to the group for which he/she has oversight and help to create and apply fair and appropriate criteria for selection.

### **Flexibility**

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may occur to the duties and responsibilities without changing the general character of the post. The SEND Teacher will be required to attend training relevant to the role.

### **Safeguarding**

To be aware of and implement the measures detailed within the School's Safeguarding Policy and to work with the Designated Safeguarding Lead to ensure the welfare and well-being of all pupils at the school.

## PERSON SPECIFICATION - SEND TEACHER



	<b>Essential</b>	<b>Desirable</b>
A fully qualified teacher	✓	
Experience of working with pupils with mild to moderate SEND	✓	
A proven track record in an SEND department or similar setting		✓
SEND qualifications related to teaching primary aged children		✓
Experience in communication with local authorities and EHCP applications	✓	
Innovation and confidence in enabling SEND pupils to access learning	✓	
Patience, compassion and a calm approach	✓	
The ability to make learning accessible for all profiles of learners	✓	
An understanding of how to support children with social interaction skills	✓	
The skills to support and navigate the named pupil through the process of developing and maintaining a friendship	✓	
An interest in furthering knowledge and understanding of Autism spectrum disorder (ASD) and/or other specialist areas		✓
The ability to work autonomously and as part of a team	✓	
Good organisation, time management, communication and interpersonal skills	✓	
An adaptable and professional approach	✓	
The ability to work flexibly	✓	