



Job Description & Person Specification

Job Role:	Teacher SEND
Job Family:	Teaching and Learning
Job Department:	Teaching Staff
Responsible to:	Head of Education Provision (HoEP)
Line Manager:	Senior Leadership Team (SLT)
Salary/Grade:	MPS + SEN1
Appointee Name:	
Appointee Signature:	
Date Signed:	

To teach pupils within the school while leading and managing a team of classroom assistants effectively. To be involved in school development work through membership of a designated curriculum group and carry out other such associated duties as are reasonably assigned by the Head of Education Provision (HoEP)

The job description is to be performed in accordance with the provisions of the School Teachers pay and Conditions of Service Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the burgundy book) and to locally agreed conditions of employment.

Key accountabilities, duties and responsibilities

Quality of Teaching and Learning

- To identify, plan for and teach, according to their individual educational needs, pupils assigned to her/him in an allocated class group
- To develop within pupils the ability to take responsibility for their own learning
- To plan for, organise and maintain a stimulating classroom environment appropriate to the needs, age and level of development of the pupils, which facilitates learning
- To maintain and develop up-to-date knowledge of curriculum and relevant SEND issues through INSET, wider professional development and research
- To demonstrate a high standard of classroom management and practice and teach within the framework of the school policies and guidelines paying particular attention to equal opportunities and diversity
- To plan for, co-ordinate and manage the work of teaching assistants
- To promote the agreed school ethos, attitudes and values in all aspects of work with pupils, colleagues, parents and visitors
- To participate in school activities, meetings, discussions and management systems necessary to co-ordinate the work of the school as part of the statutory 1265 hours directed time (FTE)
- To be part of a curriculum group, supporting the appropriate post holders in all aspects of monitoring, evaluating and development of designated areas of responsibility



Achievement and Assessment of pupils

- To assess pupil achievement, plan for and evaluate progress in accordance with both national requirements and arrangements agreed within the school
- To engage in and maintain a dialogue with parents and other professionals about the pupils' welfare, teaching programmes and progress within an allocated class or group
- To provide assessments and reports for each pupil within your class group in accordance with school policy and for a range of audiences also including reports for EHCP

Behaviour, Health and wellbeing of pupils

- To maintain discipline, support and promote positive behaviour management strategies in accordance with the ethos, rules and behaviour management policy of the school
- To be responsible for meeting the welfare needs, safeguarding the health & wellbeing of the pupils, actively promote the development of personal & social skills and provide emotional support in a way that accords with the pupils' age and level of development within the stated aims of the school
- To comply with and actively implement Children's Services and school policies regarding health & safety, Equal Opportunities, Child Protection and Behaviour Management

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p>Safeguarding and Promoting the Welfare of Children and Young People</p> <p>The jobholder is required to follow all of the School's policies and procedures in relation to Safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>



Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Education Provision's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Education Provision's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The Education Provision and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Education Provision and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The Education Provision has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Education Provision premises and those where Education Provision services are provided.



This job description is not exhaustive and the post holder may be required to perform duties other than those given in the job description. The job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations, and will be used in monitoring effective performance.

The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post however, this job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Brunel Academies Trust CEO retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.



Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> • Have Qualified Teacher Status 	<ul style="list-style-type: none"> • Further SEN Qualifications e.g. PECs, TEACCH
Knowledge & Experience	<ul style="list-style-type: none"> • Appropriate experience as a class teacher. • Experience of setting targets and monitoring performance in order to raise pupil achievement • Experience in using IEPs and carrying out pupil assessments • Experience of working as a part of a team • Understanding of Special Educational Needs 	<ul style="list-style-type: none"> • Experience of teaching a wide range of SEN pupils (in both age and ability) • Experience of P Levels and the coordination of a specific subject
Skills & Abilities	<ul style="list-style-type: none"> • Knowledge & understanding of SEN issues. • Good ICT Skills • Ability to use ICT to promote learning 	<ul style="list-style-type: none"> • Experience of developments relating to assessment of relevant pupil groups • Knowledge of differing teaching and learning styles

Personal Qualities and Commitment	<ul style="list-style-type: none"> • Good communication skills • Ability to relate to people at all levels • Caring and understanding approach • Sense of humour • Ability to set targets, meet deadlines and work under pressure • Enthusiastic team approach • Adaptable and versatile approach 	<ul style="list-style-type: none"> • Have stamina and resilience • Interest in digital technology • Ability to contribute to extra-curricular activities • Up to date knowledge of educational trends • Interests other than education
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