

Job Description & Person Specification

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

To teach pupils within the Education Provision (EP) while leading and managing a team of classroom assistants effectively. To be involved in EP development work 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

- To be accountable for achieving the highest possible Teachers' Standards in work and conduct
- To the pupils for whom you are responsible at any one time; for ensuring effective learning and good behaviour and SAFETY – the Safeguarding of all pupils is a key responsibility
- To abide by the Brunel Code of Conduct
- To have secure and up-to-date knowledge of Maths and English, (EYFS where advertised) and be able to teach the curriculum with a multi-sensory approach
- To parents and pupils; for ensuring effective and constructive home/EP links
- To the employee team; for your own professional development and support for theirs
- To the Senior Leadership Team (SLT); for professionalism and promoting a positive image of the EP
- To the community; to achieve positive partnerships with other EPs, agencies and community groups and be a proud ambassador for The Chalet School and Brunel
- To be committed to inclusion

Key Tasks

- To prepare for, provide and review class-based activities that lead to the effective education of the pupils in your charge and to develop in them the ability to take responsibility for their own learning
- To prepare, implement and review individual programmes and schemes of work in consultation with key employees and support professionals and in line with the curricular objectives of the EP
- To provide the HoEP with planning of all activities on a short, medium and long term basis



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- To line-manage the provision of quality displays in well-organised and efficient classrooms and in the wider EP environment
- To contribute to in-service training
- To have a responsibility to develop and maintain a home/EP partnership which is harmonious and constructive
- To consult with parents and inform them of their child's progress and achievements
- To ensure the good behaviour, safety and security of all pupils in your care and to develop within them positive attitudes towards others and the environment
- To deploy, direct and consult with classroom assistants effectively and ensure sensitivity and responsiveness to the pupils developing needs
- To keep effective records of progress of class and individual achievement in accordance with the EP's policy on record keeping
- To report and contribute to the Statutory Review of Education and Health Care Plans (EHCP)
- To be fully involved in the assessment and testing of pupils in your care, following agreed EP policy
- To participate in further training and the development of your own professional skills and knowledge
- To take responsibility for at least one subject specialism
- To support other employees and share knowledge in areas of particular expertise
- To ensure the most efficient use of all resources
- To contribute to the pastoral work within the EP
- To demonstrate and promote the EP vision and values and the British values

Special conditions of employment

Rehabilitation of Offenders Act 1974

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.

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.

Safeguarding and Promoting the Welfare of Children and Young People

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.



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.



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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"> • Knowledge and practical experience of implementing TEACCH • Have Early Years' experience
Knowledge & Experience	<ul style="list-style-type: none"> • Be an accomplished and experienced classroom practitioner • Have experience in the teaching of pupils with Special Educational Needs and Disabilities (SEND) and have an understanding of Autism and associated barriers to learning • Knowledge and understanding of meeting the needs of non-verbal pupils and developing their language & communication skills 	<ul style="list-style-type: none"> • Have experience and understanding of practice and principles for Safeguarding children and young people (CYP) or vulnerable adults within an educational setting • Have significant knowledge of Safeguarding policy, procedures and practice & have improved such practice in your Education Provision (EP) • Have experience of working within the new Ofsted framework • Experience of managing support staff and building positive working relationships with them • Have experience of leading in-service training • Experience of working positively with parents • Successful experience of teaching ICT skills to SEND pupils across the curriculum • Evidence of having successfully achieved ambitious targets in your career thus far • Have evidence of having successfully implemented inclusive practice in your work • Sound knowledge & practical experience of teaching/using PECS, Signalong & Intensive Interaction • Have a good understanding and be able to demonstrate supporting pupils with Sensory Processing Disorders
Skills & Abilities	<ul style="list-style-type: none"> • Be inspired to undertake further professional development • Good ICT Skills • Have an awareness of how to support pupils with Sensory Processing Disorders • Can demonstrate you are a team player and enjoy working as part of a team • Have a keen desire to support the pupils and the school in 	



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	<p>achieving the ambitious targets of the EP</p> <ul style="list-style-type: none">• Be committed to inclusion• Ability to build trusting relationships with parents• Flexibility and ability to rise to any challenge with a smile	
<p>Personal Qualities and Commitment</p>	<ul style="list-style-type: none">• Be willing to follow the school Safeguarding Policy and procedures and undertake mandatory Safeguarding training as directed by the school• Can demonstrate taking responsibility in all matters relating to Safeguarding pupils• A good sense of humour	<ul style="list-style-type: none">• Have stamina and resilience