



## Job Description Teacher to work with children with SEND

**Responsible to / reviewed by:** Inclusion Leader

Title of post held: Teacher to work with children with SEND  
Salary grade: TMS  
Subjects required to teach: Full primary range

**Job description last updated:** September 2022

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document (STPCD). This job description reflects the National Standards for Teachers which are used by **Triumph MAT** alongside our own agreed Career Stage Expectations.

### Purpose of the job

To teach pupils with SEND either in the resource base or in smaller groups in year groups across school and to carry out other associated duties as are reasonably assigned by the Head Teacher. The right applicant will be an enthusiastic, high quality practitioner with excellent organisational skills and able to work well within a team. They will be committed to providing a happy and caring learning environment where children are encouraged to achieve their very best.

### Relationships

The post holder is responsible to the Head Teacher for his/her teaching duties and responsibilities.  
The post holder is also responsible for the supervision of the work of learning support assistants.  
The post holder interacts on a professional level with colleagues and maintains productive relationships with them in line with our school's Code of Conduct and our Core Values.

### As a Teacher -

- To plan and deliver the curriculum adapted to meet the needs of children with SEND.
- Deliver a personalised programme of work to meet the pupils' special educational needs;
- To assess pupils' progress for their Annual review, write annual review reports, attend the Annual Review meeting and set new targets for pupils and to be the first point of contact for parents/carers;
- To support other staff through the provision of documentation, differentiated learning materials and cpd;
- To work collaboratively with external related specialists;
- To plan direct and monitor the work of the Learning Support Assistant team;
- To attend planning and CPD meetings within the agreed school pattern;

### Particular responsibilities

- To plan and prepare work which reflects the age and ability of the children who are being taught in line with our Teaching and Learning policy.
- To regularly mark, record, assess, set targets and report on the attainments and progress of children in line with our Assessment and Marking and Feedback policy.
- To consult and liaise positively and professionally with parents and external agencies.
- To create good, positive relationships with colleagues, pupils, parents and members of the community.
- To plan, prepare and supervise the work of Learning Support Assistant team allocated to your class.
- To promote good behaviour based on the school's Relational approach to Behaviour management Policy.
- To promote the school positively and professionally at all times.
- Promoting a stimulating and inspiring learning environment that ensures the engagement of all pupils in class.
- To manage and organise resources appropriately demonstrating highly effective organisational skills.
- To value and display children's work.
- To participate in regular INSET, CPD and meetings in school and in other appropriate venues in order to improve your own skills and to support the needs of children.
- To continue own professional development and participate in the Professional Growth cycle.
- To provide equal opportunities for all children.

- To be fully inclusive.
- To carry out any other duties as reasonably directed by the Head Teacher.

**Teaching and Learning** - To contribute to raising the standard of teaching and learning through:

- Promoting the school's ethos and aims and encouraging a positive attitude to learning
- Use all school-based schemes of work, policies and the EYFS, Primary documentation to inform Medium and short term planning.
- Follow the school's approach to Teaching and Learning to engage and challenge children.
- Appropriately differentiating activities to meet the needs of all children
- Ensuring all pupils are working towards achieving the necessary progress in line with national standards.
- Delivering learning that is appropriate to the national and EY curriculum & assessment criteria.
- Working to achieve whole school improvement plan.
- Reporting to Year Group Leader/Leadership on pupil performance within the year group.
- Reporting to the Headteacher on the impact of implemented teaching and learning strategies.
- Monitoring the progress of pupils.
- Contributing resources and materials to the year group, working collaboratively and sharing good practice.

**Assessment** - To monitor and track the progress and achievement of all children by:

- Effectively employing assessment for learning strategies to ensure all children's needs are met
- Conducting assessments of the children and using them to monitor and track their progress
- Developing and reviewing Individual Action Plans

**In addition all teachers are required by STPCD to be involved in:**

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Taking any such part as may be required by Alderman's Green Primary in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Co-ordinating or managing the work of other staff

**Wider contribution to school:**

- To support extra curricular activities, school visits and fundraising events
- To play a full part in the life of the school community, to support its core values and ethos and to encourage and ensure staff and pupils to follow this example.
- To actively support school policies.

**Role of the Subject Leader will include:**

- Reviewing and developing the curriculum policy in the subject;
- Monitoring and evaluating the quality of planning in the subject by other teachers;
- Observing teaching in the subject in order to evaluate strengths and areas for further development, or the impact of school improvement work;
- Evaluating relevant assessment information for individuals, groups or cohorts;
- Suggesting issues in the subject for further development;
- Reviewing and co-ordinating the usage of resources in the subject;
- Providing advice and supporting new staff in the subject;
- Reporting on progress, achievement and standards in the subject to staff, governors or parents;

Arranging and promoting relevant subject activities to promote pupils' enthusiasm and interest.