



Job Description

Job title: SENCo/ Part time Teacher

Salary: Teachers Pay and Conditions

Hours: Full time

Contract type: Permanent

Reporting to: Headteacher

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Senco responsibility:

- The strategic direction and development of the school's provision for Special Educational Needs and Disabilities
- Supporting the inclusion of all pupils by leading and managing the deployment and timetabling of the interventions for teachers and support staff
- The effective implementation of School and Education Health Care Plans
- Monitoring teaching and learning activities to meet the needs of pupils
- Liaison with other agencies and schools
- Analysing and interpreting school data for SEND pupils to inform provision
- Monitoring and evaluating all aspects of SEN provision
- Line managing the EAL lead and 2x EAL Teaching Assistants to deliver improved outcomes as part of the 'Inclusion Team'

Duties and responsibilities

Teaching:

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils

- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Demonstrate meeting all teacher standards to a high level

Senco:

- Identify and adopt the most effective teaching approaches for pupils with SEND.
- Monitor, evaluate and adjust teaching and learning activities to meet the needs of pupils with SEND.
- Identify and teach the basic skills that will develop pupils' ability to work independently.
- Liaise with other settings at key transition times (e.g. nursery to EYFS, Yr 6 to secondary school etc) to ensure continuity of support and learning.
- Meet individual pupils needs, including SEND & Looked After Children (PEPs).
- The ability to teach across all key stages and take groups for Interventions.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the school ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

Notes: This job description may be amended at any time in consultation with the postholder. The job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Person Specification

		<u>Desirable/Essential</u>
Attributes	Experience of teaching in primary schools in a range of key stages	Essential
	Able to evidence excellent pupil progress	Essential
	Experience of working positively and closely with staff, parents and guardians	Essential
	Effective experience in creating a positive climate and environment to secure accelerated learning	Essential
	Recent OFSTED/experience	Desirable
Education and Training	QTS	Essential
	Thorough knowledge of teaching, learning and curriculum in primary schools	Essential
	Commitment to continued professional development	Essential
	Evidence of recent & relevant training	Essential
	Safeguarding Awareness	Essential
Professional Knowledge and Skills	An excellent classroom practitioner	Essential
	Effective use of assessment data to plan sequence of learning that secures accelerated progress	Essential
	Work effectively as part of a team, relating well to colleagues, pupils and parents	Essential
	Excellent use of technology to support learning	Essential
	High expectations of all pupils	Essential

	Detailed knowledge of the National Curriculum and its planning and delivery	Essential
	Implications of the Code of Practice for Special Educational Needs for teaching and learning	Essential
	Evidence of ability to maintain high standards of behaviour and develop attitudes of care, control and co-operation	Essential
	Experience of curriculum planning as part of a team	Essential
	Ability to self-motivate and work with support staff	Essential
	High level of oral and written communication skills and ability to communicate with a wide range of audiences	Essential
	Able to offer subject expertise	Desirable
	High level of organisational and planning skills	Essential
	Ability to use initiative, solve problems, make decisions and motivate others	Essential
	Ability to relate to and empathise with pupils and to build trusting relationships with them	Essential
<u>Any additional factors</u>	A commitment to abide by and promote equal opportunities, Health and Safety and Child Protection Policies including Keeping Children Safe in Education (2019)	Essential
	Commitment to an involvement in extra-curricular activities	Essential

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the appointment is subject to a satisfactory enhanced level disclosure and S128 clearance from the Disclosure & Barring Service (DBS).