



Headteacher: Mr I. O'Donnell MA NPQH
Address: Burton Road, Beverley,
East Yorkshire, HU17 7EJ

Tel: 01482 862171
Email: school@longcroft.eriding.net
Web: www.longcroftschoole.co.uk

SEND Teacher (NQT/Mainscale)

Job description and Person Specifications

Responsible to: SEND Co-ordinator

Responsible for: Teaching and supporting all designated groups of pupils.

Job Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for SEND students
- To monitor and support the overall progress and development of students as a Teacher/Form Tutor
- To facilitate and encourage a learning experience which provides SEND students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

Teaching:

- To undertake a designated programme of teaching across designated groups of pupils
- Teach consistently high quality lessons as highlighted in the Teaching Standards
- Act as a role model through an open door policy in lessons and modelling best practice
- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers etc.
- To complete the relevant documentation to assist in the tracking of students in lessons taught
- Prioritise and manage time effectively, undertaking continued professional development in line with the role
- To follow the school policies and procedures
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in general, and in the curriculum areas taught in.
- Ensuring a high quality learning environment within the curriculum areas taught in
- Plan and deliver schemes of work and lessons that meet the requirements of classes taught
- Be a role model for SEND students, inspiring them to be actively interested in subjects taught
- To ensure the effective/efficient deployment of classroom support in the classroom
- Promote aspects of Personal Development relevant to SEND students

Assessment, Feedback and Tracking:

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To follow department monitoring and tracking systems relating to students attainment, progress and achievement
- Mark, grade and give written/verbal and diagnostic feedback as required in line with school policy
- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- Complete the relevant documentation to assist in the tracking of students
- To follow department policy regarding department tracking of student progress and use information to inform learning and teaching

Staff Development:

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- Participate in whole school CPD programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development

Student Support and Progress:

- To be a Form Tutor to an assigned group of students as required
- To promote the general progress and well-being of individual students and the Tutor Group as a whole.
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and other reports as required
- To alert the appropriate staff to problems experienced by students
- To communicate as appropriate with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and Citizenship and enterprise according to school policy
- To apply the Behaviour for Learning policy so that effective learning can take place
- Meet with students over whom there are concerns and contact home where necessary in conjunction with student support team and department head

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy

Communications, Marketing and Liaison:

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher

The suitable candidate will need to demonstrate that they have the following:

- Enthusiasm
- Energy
- Empathy
- Sense of Humour
- Resilience
- Imagination
- Creativity
- Commitment
- A desire to create accessibility to education for all pupils regardless of their need.
- Secure knowledge of SEND Code of Practice
- Secure knowledge and understanding of SEND and strategies to support and develop.

Qualifications/requirements

- DBS clearance
- GCSE A-C (Maths and English) or equivalent
- Degree or equivalent
- PGCE or equivalent
- Relevant training/experience in the area of SEND