

Job Description

Job title:	SEND Teacher	Contract Type:	Fixed Term Contract
Responsible To:	Head of School	Salary Range	M1-M4
Location:	St Pauls Way Primary School		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

ROLE SUMMARY:

1. To have a full teaching commitment (release for ECT time, if applicable, and 10% PPA).
2. To plan, teach and assess the learning for a class of pupils, to maximise pupil achievement and wellbeing.
3. To liaise with colleagues and parents to maximise pupil achievement and wellbeing.

KEY PURPOSE OF THE JOB

1. To take responsibility for the education and welfare of a designated class of children in accordance
2. with the School's Teachers' Pay and Conditions document and the Professional Standards for Teachers.
3. To have an excellent understanding of the National Curriculum, Early Years Foundation Stage Curriculum, School and LA policies.
4. To maintain effective, high-quality teaching and learning with the aim of raising achievement for all pupils.

ACCOUNTABILITIES

1. To be responsible to the Head of School – Primary Phase and Governing Body and to participate in the school's performance management.

MAIN RESPONSIBILITIES:

2. Work collaboratively with colleagues and support staff assigned to work with children in the class.
3. Promote the school's values: Integrity, Aspiration and Community
4. Plan, implement and assess a curriculum, which incorporates the National Curriculum/Foundation Stage Curriculum and is in line with school policies.
5. Demonstrate good classroom practice, expecting and maintaining high standards of work.
6. Assess, record and track the progress and attainment of each child in the class, responding with appropriate curriculum changes in light of the assessments.
7. Use ICT effectively for planning, teaching and assessing.
8. To maintain an excellent learning environment which promotes the achievement and wellbeing of pupils.
9. Identify, assess and meet the needs of children with a range of additional educational needs, including EAL, SEND and G&T learners, with support from the Inclusion Manager.
10. Promote positive behaviour, effectively managing the behaviour of children in your class and other children in the school.
11. Foster good relationships with parents / carers and positive partnership with parents to maximise pupil achievement and wellbeing.
12. Take responsibility for the health, safety and wellbeing of all children in your care, reporting concerns to the appropriate member of the leadership or safeguarding team.
13. Actively contribute to the strategic development of the school, as outlined in the Development Plan and under the direction and guidance of the Leadership Team and Subject Drivers.

Professional Development

1. To be a reflective practitioner who is committed to continual personal and professional development and can learn from past experiences.
2. To take responsibility for own professional development and be proactive in keeping up-to-date with curriculum developments, SEN code of Practice and any changes in legislation.
3. To take responsibility for own personal performance and actively seek help when required.
4. To keep abreast of the latest initiatives in regards to SEN, EYFS and the NC and to disseminate information to colleagues and support staff.

5. To attend courses and develop own expertise on advice and agreement of the Head of Infants through the performance management scheme of SPWPS.
6. To attend and contribute to staff meetings, professional development training and any other events as requested.
7. Undertake other duties as directed by the Head of School - Primary Phase.
8. To adhere to all school policies

Training

1. The post holder will be required to undertake training as required to be effective in carrying out all duties, and to engage with professional development opportunities, including: year team meetings, twilights, pastoral meetings, briefings
2. The post holder will be required to undertake Level 2 Safeguarding training

General

1. Check that information required by various internal and external bodies is produced within the given time scale and is of excellent quality
2. Ensure that communications are responded to in a timely manner and agreed deadlines are met

Equality and Diversity

1. The School has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety

1. The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Safeguarding

1. 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
2. Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

JOB DESCRIPTION AGREEMENT

The above job description may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school, the Trust. And the local authority.

HEALTH AND SAFETY

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Signed _____ **Date**

Post holder

Signed _____ **Date**

Executive Headteacher

Person Specification

Class Teacher

Qualifications and Experience	Essential	Desirable
Qualified teacher status	✓	
Recent Primary teaching experience	✓	
A proven track record in an SEND department or similar setting	✓	

Professional Knowledge and Experience	Essential	Desirable
Working with pupils with additional needs	✓	
Working with parents to support children's learning	✓	
Identify pupil needs and act upon them to raise standards	✓	
Assess, plan and teach effectively to accelerate progress and raise attainment	✓	
Effectively manage pupil's behaviour in a positive manner with consistent, clear boundaries following the school's behaviour management policy	✓	
Be a consistently good or outstanding classroom teacher	✓	
Guide staff in their delivery of the curriculum	✓	
Communicate both verbally and in writing to a range of audiences	✓	
Make professional use of ICT	✓	

Personal Characteristics	Essential	Desirable
Well organised, calm and positive	✓	
Effective team leader/member	✓	
Ability to work on own initiative and be flexible in approach	✓	
Have high expectations of all pupils, staff and self	✓	

Commitment	Essential	Desirable
Promoting parental and local community involvement	✓	
Working as part of a team with teaching and support staff	✓	
Furthering your own professional development	✓	
Promoting and safeguarding the welfare of children and young people within the school	✓	