

THE SELE SCHOOL



JOB DESCRIPTION; SEND TEACHER

Department: SEND

Reports to: SENCO. Works alongside Heads of English and Maths

Responsible for: Targeted students working significantly below age related expectations, due to cognitive and learning reasons.

Pay Scale: MPS or UPS (depending on experience)

Job Summary:

The role involves planning, teaching and delivering an adapted and pertinent functional curriculum, working alongside the SENCO and English and Maths leads within our school. This new role will involve developing schemes of work and resources that equip targeted students with the education, functional needs and life skills that are essential to them to succeed in an ever-changing landscape.

Key Responsibilities and Duties;

- Teach English and Maths to a targeted group of students in Key Stage 3. This will involve the need to assess existing learning levels and develop resources which will enable these students to make measurable steps in their learning alongside Maths and English leads
- Work with the SENCO to develop high quality learning targets for these students and to lead on assessing implementation and efficacy of these to be able to feedback to EHCP/IEP cycle
- Deliver and lead on entry level qualifications at Key Stage 4

Generic Duties and Responsibilities;

Below sets out the generic main duties and responsibilities of any teacher at The Sele School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, The Sele School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning;

- Plan, prepare and deliver purposeful and productive lessons to assigned students.
- Be prepared to innovate and devise imaginatively varied ways of teaching
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintain records of students' progress
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to

subject and topic.

- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School
- Be prepared to run or assist with activities beyond lesson times.

Pastoral

- Be familiar with the School's health and safety, child protection and other guidance and be responsible for personal health and safety and that of the pupils.
- Be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in School, attend assemblies, supervising the pupils, unless permission has been granted by the Headteacher that they be excused.

Other Professional Duties

- Support and foster the aims of the School.
- Be familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Inset sessions and similar important functions both in and out of normal School hours, and participate in Open Day for prospective parents and pupils.
- Notify Line Manager and Cover Officer as early as possible if absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year.
- Take part in the School's performance management scheme and appraisal.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this Job description as requested by the line manager or Head of Department/Section.

Safeguarding

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for or come into contact with.