



## **JOB DESCRIPTION – SEN CLASS TEACHER**

The responsibilities of the post are to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in the document

### **Accountable to:**

Headteacher/Senior Leadership Team

### **Purpose of the job:**

To undertake the coordination of a subject (either immediately or after successful completion of ECT year) delivered to pupils aged 4 – 19 and as a class teacher to undertake general teaching, pastoral and administrative duties in respect of a designated class.

Our emphasis on self-improvement and the continuing desire to do what we do well, is integral to the successful delivery of high quality teaching and learning that serves to meet the complex needs of all our students.

Recruiting high quality, specialist staff is of critical importance as part of our improvement process. Each member of our teaching team has individual and specific responsibilities as well as fulfilling the wider duties as outlined in the Teachers Standards Document and we are all aware that our shared responsibility is the strength, which underpins the successful promotion of Governing Body principles and the school's aims and objectives.

Our school, and the needs of the students on our roll, demands flexible, solution focussed and positive responses from all staff, who are expected to exercise individual initiative within a team framework.

- 1 To act as an inspirational professional and role model for all pupils and staff.
- 2 To support the school's philosophy of education, both within the school and in other settings.
- 3 To implement and develop the school's curriculum, including responsibility for planning, evaluating and amending a suitably differentiated curriculum in order to ensure that it meets the needs of each and every pupil in the group.

- 4 To assess, monitor and evaluate the progress of pupils and to ensure that their activities are appropriately recorded – this includes leading the Annual Review for all pupils in the group, as well as attendance at other related meetings.
- 5 To maintain and amend Education Health and Care plans for their class groups; and ensure that the needs of their pupils are met
- 6 To carry out the duties expected of a teacher and subject lead, as advised by the headteacher.
- 7 To liaise with advisory teachers, therapists, psychologists and other professionals, as required.
- 8 To act as a supportive teacher and work positively with parents/carers, as well as pupils, to ensure that the needs of the whole child are addressed wherever possible.
- 9 To prepare documents, presentations and relevant materials for meetings to support items/discussion and decisions both in relation to areas of personal responsibilities and to support the work of others as appropriate, in a timely manner.
- 10 To take part in in-service training and maintain personal professional development, as required.
- 11 To uphold and implement all school policies and contribute to the review of policies as required.
- 12 To support collaborative approaches to continual school improvement and have a high profile presence around the school.
- 13 To undertake reasonable duties and responsibilities as may be determined in consultation with the Headteacher and members of the Leadership Team.

- This job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's policy, and have regard to Clause 36(1)f of a Teacher's Conditions of Employment.
- This job description is not necessarily a comprehensive definition of the post and the teacher may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.