

## **JOB DESCRIPTION**

### **Qualified Teacher (SEN)**

Salary details: depending on experience

40 hours per week, times to be confirmed by the school and subject to change

Teachers Terms and Conditions do not apply

#### **Job Purpose**

To be an effective professional who demonstrates a thorough knowledge of the curriculum, can plan, teach and assess effectively, take responsibility for their professional development and has learners who make at least good progress and reach their potential.

#### **Core Requirements of the Post**

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and will:

- Inspire trust and confidence in learners and colleagues.
- Build team commitment with colleagues, engage and motivate learners.
- Demonstrate analytical thinking, improve the quality of learning, contribute to the school development planning and achievement of the goals of the Oaklands School development plan.
- Contribute to the development and / or implementation of school policies.
- Use the performance management process to advance learning and enhance professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.

#### **Areas of Responsibility and Key Tasks**

##### **Planning, Teaching and Class Management**

Teach allocated learners by planning, delivering and assessing well structured lessons. Promote a love of learning and achieve pupil progress and attainment through:

Effectively organising resources and managing the classroom including deploying support staff

Understanding and applying a range of teaching strategies.

Understanding strengths and supporting individual learners' needs.

Communicating learning objectives.

Maintaining excellent behaviour and discipline.

Encourage pupils to take a responsible and conscientious attitude to their own work and study

Effectively managing other adults in the classroom (e.g. Learning Support Assistants).

##### **Monitoring, Assessment, Recording, Reporting**

Keep accurate, up to date, records and evidence

Use data to evaluate learners' progress and set appropriate targets.

Use assessment to inform planning and teaching.

Work with colleagues and external agencies to moderate assessments

Report on progress to all stakeholders including to parents/carers every term.

### **Safeguarding and Wellbeing Duties**

Be a personal tutor to an assigned group of students.

Promote the health, safety and well-being of individual students and of the assigned group.

Monitor learner's attendance and encourage their full and punctual attendance at all lessons and their participation in the wider aspects of school life.

Identify potential child abuse or neglect and follow safeguarding procedures

Communicate, as appropriate, with parents/carers of students and external agencies concerned with the welfare of individual learners, after consultation with appropriate staff.

Prepare pupils for further education, training and work.

Take responsibility for improving pupils' development of spiritual, moral, social and cultural knowledge and experience including demonstrating British values

### **Special Educational Needs**

*It is expected that the postholder will:*

Have a good working knowledge of each pupil's Education, Health and Care Plan and use this when planning learning.

Prepare Individual Education Plans with learners and their parents/carers, and colleagues within school and review them each term.

Exercise the relevant skills and judgements pertinent to the needs of the young people

Be familiar with the SEND code of practice

Work as part of a multi-disciplinary team, putting the pupil at the heart of what they do to ensure that the needs of all pupils in his/her care are assessed and that all teaching strategies are adapted to meet these needs

Identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances

Refer pupils to colleagues for specialist support, assessment and therapy.

Seek support and guidance to resolve difficulties experienced by learners and act decisively when necessary.

### **Other Professional Requirements**

Understand and meet Teachers' Standards for Teaching and Personal and professional conduct.

Always operate within the stated policies and practices of the school.

Maintain an up to date knowledge of good practice in teaching techniques.

Know curriculum subject(s) or specialism(s) to enable effective teaching.

Take account of curriculum developments.

Eliminate discrimination, harassment and bullying and promote equality, diversity and inclusion.

Undertake professional development to enhance teaching and learning, and share outcomes with colleagues

Take responsibility for professional learning.

Maintain high standards in their own attendance and punctuality

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This post is not subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document

This job description may be amended at any time following discussion between the headteacher and member of staff, to be reviewed annually.

*The advertised posts for Oakland School are subject to employment, disqualification and Disclosure and Barring Service (DBS) checks. Oaklands School is committed to safeguarding and promoting the welfare of children and young people. All staff must ensure that they are familiar with the rigorous child protection procedures adopted by the school, safeguarding guidance and regulations.*

May 2023