



School:	Prospect
Post title:	SEN Classroom Teacher
Salary/grade:	Teachers pay scale
Hours:	Full time
Contract:	Permanent
Responsible to:	Line Manager / Headteacher

Supervisory responsibility: **The post holder will be responsible for the deployment and supervision of the work of Teaching Assistants assigned to their class**

Job Description

Main purpose of the job:

- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*.
- Be responsible for the learning and achievement of all students ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with parents/carers, governors, other staff and external agencies in the best interests of the students.
- Take responsibility for promoting and safeguarding the welfare of children all students within the school at all times.
- Be an ambassador for the subject(s) you teach and able to reflect and develop to incorporate local and national expectations in pedagogy and accreditation so the students are able to access the very best opportunities available.

Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the school.

- Support and mentor other teachers to improve their practice.
- Take a leading role in the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Proactively participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.

Teaching and Learning

- Deliver consistently good or better lessons which is evidenced through the sustained progress of all students.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate across the school.
- Be accountable for the attainment, progress and outcomes of the students you teach.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject).
- Make accurate and productive use of assessment to secure students' progress.
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set Online work and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate.
- Demonstrate effective knowledge of students' starting points so that differentiation is effective in enabling students to make progress.
- Demonstrate reflective practice to ensure that the changing needs to the cohort are met with regard to their particular SEN.
- Maintain effective records of attendance and attainment.
- Be aware of the barriers to learning the students may have and be proactive at reducing these barriers so that no groups or individual students are limited as a result of their background.
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*.
- Create a stimulating and positive working environment that is sensitive to the sensory needs of individual students.
- Lead and develop opportunities for SMSC education and ensure these are clearly identified within your subject.

Behaviour and Safety

- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge.
- Ensure that the behaviour policy is understood and consistently employed in order to promote a safe and calm environment for learning
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out break, lunch and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*.
- Be responsible for promoting and safeguarding the welfare of all students within the school, raising any concerns following school protocol/procedures.
- Understand and empathise with students who may demonstrate challenging behaviour in order to communicate their needs.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Make a positive contribution to the wider life and ethos of the school.
- Ensure good time management to enable deadlines are met including report writing, assessments, Annual Review contributions, accreditation requirements, completion of programmes of study
- Contribute to the development of school policies and practice by submitting ideas and recommendations.

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate in the school's appraisal procedures.
- Be familiar with, and demonstrate all aspects of the Teachers' Standards at all times.
- Take an active role on your own professional development by ensuring self-reviews are completed.
- Initiate and actively seek out opportunities for your own professional development including networking opportunities.

Other responsibilities

- To participate actively in supporting the principles and practice of equality of opportunity as outlined in our policies.
- To comply with all health and safety legislation and school policies as appropriate.
- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher.
- It is recognised that a school environment can be challenging and stressful. All staff will ensure that they are available to support colleagues without judgement or criticism. In

addition, staff are expected to take responsibility for their own wellbeing and to take advantage of the half termly supervision opportunities, along with the access to Hampshire support networks and the 'People Intelligence' network.

Note

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

This job description can be reviewed and may be subject to modification or amendment at any time following consultation with the post holder.