

Post title	Qualified SEN Teacher – General
Salary and grade:	MPS 1-6
Reports to:	Assistant Headteacher
Base	Womenswold, Kent
Hours	22.5 (3 days, 08:00-16:00)

Main purpose of the role:

The post holder will work alongside Cross Keys Learning staff to deliver high quality teaching provision which will include:

- As an SEN Teacher you will teach students across the 11-16 age range and ability to ensure the highest possible standards of student achievement, personal development, and well-being.
 - Taking responsibility for the learning and achievement of all Cross Keys Learning students ensuring equality of opportunity for all.
 - Being responsible and accountable for achieving the highest possible standards and outcomes for ALL young people taught by Cross Keys Learning.
 - Taking responsibility for promoting and safeguarding the welfare of the students within the school
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Main Responsibilities:

PLANNING, TEACHING AND CLASSROOM MANAGEMENT:

As a SEND teacher you will:

1. Plan and teach inspirational, specialist and highly differentiated lessons to KS3 and KS4 SEND classes. To plan and teach functional skills English and support a range of subjects, including health lessons. ***The ability to teach basic home cooking would be an advantage.***
2. Make accurate and productive use of assessment, to promote good student (academic) progress and emotional development.
3. Provide a stimulating and well-structured learning environment suitable for students with special educational needs.
4. Champion the needs of students in your classes across the wider school with other teaching and support staff.
5. Play a full and active role in the development of the school including department and whole school development/improvement, aware of and implementing national developments in best practice.
6. Engage proactively with the school's performance development and review and supervision processes.
7. Participate in, and take responsibility for, your continuing personal professional development.
8. Support the school through developing a consistent approach to behaviour management, teaching, and learning, marking, assessment etc. following relevant school policies.
9. Check students' attendance and punctuality at each lesson, reporting absences and lateness promptly.
10. Promote student progress through the effective deployment and coordination of support staff including TAs and specialists from external agencies.

11. Support the SENCo in the production and review of EHC Plans, and for students at SEN School Support.
12. Deliver 1:1 or small group tuition/intervention to students, as identified by the SENCo.

MONITORING, ASSESSMENT, RECORDING, REPORTING:

1. You will assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
2. You will mark and monitor students' work and set targets for progress.
3. You will assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning, and recognise the level at which the student is achieving.
4. You will prepare and present informative reports to parents.

OTHER PROFESSIONAL QUALITIES REQUIRED:

1. You will have a working knowledge of teachers' professional duties and responsibilities.
2. You will always operate within the stated policies and practices of the school.
3. You will establish effective working relationships and set a good example through your presentation and personal and professional conduct.
4. You will endeavor to give every child the opportunity to reach their potential and meet high expectations.
5. You will contribute to the corporate life of the school through effective participation in meetings and management systems necessary to support the leadership of the school.
6. You will take responsibility for your own professional development and duties in relation to school policies and practices.
7. You will liaise effectively with parents.

GENERAL:

1. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay.
2. You will participate in training and other learning activities and performance development as required.
3. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
4. You will ensure strict confidentiality in all areas of work.
5. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
6. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
7. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
8. You will always comply with Cross keys Learning's policies and procedures.
9. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organization.