

---

<b>Post title</b>	Qualified SEN Teacher – General
<b>Salary and grade:</b>	MPS 1-6
<b>Reports to:</b>	Headteacher
<b>Base</b>	Broadstairs, Kent
<b>Hours</b>	0.4 (2 days per week)

---

### **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 full age 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

---

### **Main Responsibilities:**

#### **PLANNING, TEACHING AND CLASSROOM MANAGEMENT:**

As a SEND teacher you will:

1. Plan and teach engaging, purposeful and inspiring lessons to KS3 and KS4 SEND classes.
2. Make accurate and productive use of assessment to promote good academic and personal development progress with a focus on the individual targets of each student.
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. Develop a bespoke curriculum, which both meets the academic, special, and personal development/social needs of the students you teach, keeping 5 year plans and schemes of work updated and relevant.
6. Play a full and active role in the development of the school including subject and whole school improvement, aware of and implementing national developments in best practice.
7. Engage proactively with the school's performance development and review and supervision processes.
8. Participate in, and take responsibility for, your continuing personal professional development.

9. Support the school through developing a consistent approach to behaviour management, teaching, and learning, marking, assessment etc. following relevant school policies.
10. Check students' attendance and punctuality at each lesson, reporting absences and lateness promptly.
11. Promote student progress through the effective deployment and coordination of support staff including LSAs and specialists from external agencies.
12. Develop systems to record, share and evaluate the work of external specialists (e.g., SALT or C&I workers).
13. Support the SENCo/Assistant SENCo in the production and review of EHC Plans, and for students at SEN School Support.
14. Deliver 1:1 or small group tuition/intervention to students, as identified by the SENCo/Assistant SENCo, who need further support but may not be in the timetabled SEND lessons.
15. Act as a form tutor providing first line pastoral care, liaising with parents and delivering form time activities.

#### **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.
5. You will contribute to the individual target setting and educational outcome monitoring process, working with colleagues to assess progress and set new meaningful targets as required.
6. You will contribute to the annual review process, providing reporting information and co-ordinating any annual reviews for students in your tutor group.

#### **OTHER PROFESSIONAL QUALITIES REQUIRED:**

1. You will have a working knowledge of teachers' professional duties and legal liabilities.
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 management 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 and Governing Body members.

#### **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 organisation.

## **KNOWLEDGE, SKILLS & EXPERIENCE**

### **Essential**

- Relevant teaching experience in a Primary or Secondary phase (A/I/R) (A)
- Knowledge of current educational practice and issues in schools (A/I)
- An excellent classroom practitioner (I/R)
- Effective use of ICT to support learning (A/I)
- Statutory curriculum requirements and requirements for assessment, recording and reporting of students' attainment and progress (A/I)
- Knowledge of the current professional teaching standards (A/I)
- High level of written, oral and communication skills (A/I)
- Ability to communicate effectively orally and in writing to a range of audiences (A/I/R)
- High level of organisational and planning skills (A/I/R)
- Evidence of sharing in and contributing to the corporate life of the school (A/I/R)
- Work effectively as part of a team, relating well to colleagues, students, and parents (A/I/R)
- Ability to demonstrate a commitment to equality of opportunity for all students (A/I)
- Ability to investigate, solve problems and make decisions (A/I)
- Able to use own initiative and motivate others (A/I/R)
- Ability to relate to and empathise with students and to develop trusting and respectful relationships with them (A/I/R)
- Respect for confidentiality of information concerning individual students and ability to use discretion in circumstances of disclosure (A/I/R)
- Evidence of continuing professional development (A/I)
- Establish clear expectations and constructive working relationships in your own classroom through team working and mutual support (A/I/R)
- Devolving responsibilities and delegating tasks where appropriate (A/I/R)
- Commitment to an involvement in extra-curricular activities (A/I)

### **Desirable**

- Graduate with Qualified Teacher Status (QTS/QTLS) (A/C)
- Knowledge of different phases of education (A/I)
- Implications of the Code of Practice for Special Educational Needs for teaching and learning (A/I)
- Full working knowledge of relevant policies/codes of practice/legislation
- Able to offer expertise in a specific subject or area (A/I/R)

Key: C – Certificate; A – Application Form; I – Interview; R – Reference

## **Behaviours**

- Polite
- Punctual
- Reliable
- Flexible
- Passion for learning
- Clear communicator
- Takes initiative.
- Self-motivated
- Resilient
- Determined to succeed.
- Team player
- Emotionally intelligent

## **CONTACTS AND RELATIONSHIPS:**

**Managers** - in daily contact with senior leaders

**Support Staff** – in daily contact with support staff who are involved in classroom support, cleaning, catering, site supervision and health and safety.

**External** – in regular contact with external parties including parents/carers, local authority employees, as required.

### **Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

**This post is subject to an enhanced DBS check with barred list and other appropriate clearances required to work within an education setting.**