

Job Description:

Teacher with SENCO responsibilities

School:	Bromstone Primary School
Grade:	MS/UPS
Hours:	32.5 hours
Contract:	Full time
Responsible to:	Senior Leader - Inclusion

PURPOSE OF JOB:

- To support the Lead SENCO in managing, developing and maintaining high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils.
- To carry out the duties of Specialist Resourced Provision (SRP) Class Teacher as set out in the School Teachers' Pay & Conditions Document and the Teachers' Standards.
- To model effective teaching, to coach and train colleagues and to teach as appropriate across the school (there is a direct teaching commitment equivalent to 0.6 FTE for a full-time role. This is likely to be covered through the delivery of teaching in our SRP).
- To support the Lead SENCO in ensuring that all aspects of paperwork including records and policies are up-to-date and actioned as appropriate.
- To deputise for the Lead SENCO in their absence.

STRATEGIC DIRECTION AND DEVELOPMENT OF SEND PROVISION IN THE SCHOOL

To work alongside and provide support to the Lead SENCO to:

- Support all staff in understanding the needs of SEND pupils
- Ensure the SEND register is kept accurate and up to date and that staff are kept informed of children's special educational needs
- Regularly track and monitor intervention data to identify progress and underachievement
- Use data effectively to identify children who are seriously underachieving and where necessary create and implement effective plans of action to support those children, including vulnerable children
- Monitor personalised education plans to ensure they are effective and being implemented
- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum
- Liaise with staff, parents/carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND

- Chair annual reviews effectively
- Liaise with outside agencies and parents/carers of children with SEND to ensure that children's special educational needs are met effectively and that the requirements of an EHCP are fully met
- Ensure that accurate and detailed records are kept of all meetings and discussions with parents, staff and outside agencies
- Devise, implement and update any SEND policies which reflect the school's commitment to high achievement and effective teaching and learning
- Provide oral and written assessments, reports and references relating to the development and learning of individual children and groups of children
- Attend local meetings to enhance knowledge and keep up to date with the latest research and information pertinent with the role

SUPPORT FOR PUPILS

To work alongside and provide support to the Lead SENCO to:

- Identify and disseminate the most effective teaching approaches for pupils with SEND
- Work with pupils, class teachers and Senior Leaders to ensure realistic and challenging expectations of pupils with SEND
- Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND
- Foster each child's self-image and esteem and establish relationships based on mutual respect

SUPPORT FOR STAFF

To work alongside and provide support to the Lead SENCO to:

- Direct the SEND team and supervise and appraise Teaching Assistants
- Support the provision for special educational needs within the school to develop exemplary inclusive practice across the school
- Advise and contribute to all aspects of SEND training to ensure the professional development of staff
- Offer support and guidance to colleagues
- Hold regular team meetings with a clear focus on Teaching and Learning

SUPPORT FOR PARENTS

To work alongside and provide support to the Lead SENCO to:

- Create and maintain an effective partnership with parents of pupils ensuring they take a full role in the planning and monitoring of their children's progress
- Work with parents and families who have a child with SEND offering support and guidance
- Encourage parents to participate in the life of the school in a variety of ways
- Actively seek opportunities to develop effective relationships with the community to extend the curriculum and to enhance teaching and learning in the year group

TEACHING RESPONSIBILITIES

All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards.

The post requires you to teach pupils within the SRP within the school in the age range of four to eleven.

There may, however, be times when you are required to teach in a mainstream class.

Accountabilities

1. Prepare and teach lessons of a high standard to assigned learners in our SRP;
 - a. Following the designated programmes of study
 - b. Carrying out necessary amendments
 - c. Providing information/comments for records
 - d. Monitoring learners following agreed procedures
 - e. Maintaining assessment records
2. Maintain discipline following school policy and demonstrate good practice in the class with regard to regular and punctual attendance, appropriate appearance following school dress code, model and encourage appropriate behaviour.
3. Contribute to the corporate tasks of development, record keeping, monitoring, accurate self-evaluation and maintenance of resources.
4. Participation in the application of the school homework policy which includes setting appropriate differentiated tasks, marking of homework, liaison with parents both through direct contact and through responding to their comments in homework books, and maintenance of teacher marking book recording and monitoring homework completed.
5. Work closely with and consult those teachers who are also responsible for similar curriculum areas ensuring continuity and progression for all learners.
6. Engage in continuous self-professional development in all relevant areas.

Specific Responsibilities for Class Teachers:

1. Leading Learning
2. Personal and Professional Development
3. General School Duties
4. Working in Partnership with Parents

Leading Learning

- a) To undertake regular teaching of and responsibility for the SRP, as directed by the Executive Headteacher.
- b) To use and develop the professional skills of a good classroom teacher seeking to achieve the highest personal standards in organisation, teaching method and delivery and positive learning environment.
- c) To follow the National Curriculum, the school's and L.A.'s curriculum policies/guidelines in planning the work for the SRP, ensuring that the work is relevant, broad-based, balanced, differentiated and, wherever possible, based on first-hand experience.
- d) To maintain all files following agreed school procedures and to present this to the Executive Headteacher, Heads of School or Phase Leaders as directed.
- e) To maintain up-to-date records of pupil's work and achievement in the National Curriculum core subjects and in all subjects, to use assessment for the focussed positive development of learning.
- f) To keep the appropriate personal profile on each child, following school procedure.

- g) To evaluate planning and the effectiveness of teaching and resources used, class organisation and the overall learning environment.
- h) To organise the regular change of displays both within the class and, following school procedure, in shared areas, to provide a rich and stimulating learning environment for pupils.
- i) To liaise effectively with colleagues in the SRP to ensure consistency of work and equality of learning opportunity.
- j) To teach all pupils with a wide range of learning needs in a fully inclusive classroom situation, following the advice and guidance of the Senior Leadership Team and the Senior Leader - Inclusion

Personal and Professional Development

- a) To develop and maintain good relationships with colleagues, parents and pupils.
- b) To keep up-to-date and well-informed regarding developments in primary education and teaching methods by attendance at in-service courses, personal reading and study and discussion with other teachers - at Bromstone Primary School and other schools.
- c) To be responsible for your own personal and professional development.
- d) To acquire and administer resources effectively.
- e) To attend staff, and other, meetings as per school procedures.

General School Duties

- a) To undertake regular supervisory duties of children before school, at morning break, at the end of lunchtime break and at the end of the school day, as required by the Executive Headteacher.
- b) To share and support the corporate responsibility for the well-being, education and discipline of all pupils

Working in Partnership with Parents

- a) To attend all relevant parent meetings and consultations.
- b) To accurately report on pupil progress and share assessment information with parents.
- c) To guide parents in supporting their child's learning.
- d) To assist the Executive Headteacher in the development of positive, understanding relationships between school and home.
- e) To be available after school to see parents who may wish to discuss children's work progress and any personal matters or problems.
- f) Be proactive in working positively with parents by keeping them informed of any professional concerns and by quickly responding to their queries.

The Job Description is subject to the changing needs of the school and it may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.

SIGNED

DATE

