



Specialist Qualified Teacher JOB DESCRIPTION

Principal Responsibilities

Specialist Teaching and Learning Responsibilities

As a SEND teacher you will:

1. Plan and teach inspirational, specialist and highly differentiated lessons to KS2, 3, 4 and 5 classes.
2. Make accurate and productive use of assessment, to promote good student (academic) progress and emotional development, working closely with the therapy team.
3. Provide a stimulating and well-structured learning environment suitable for students with special educational needs.
4. Champion the needs of all students within your classes across the school.
5. Develop a bespoke, topic-based curriculum, which both meets the academic, special and personal development/social needs of students in all key stages, provides support with numeracy and literacy and delivers a range of subjects, including Geography, History, RE and enrichment.
6. Play a full and active role in the development of the school through the school development plan, be aware of and implement 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 HLTAs, TAs and specialists from external agencies.
12. Support the Strategic Director and Head of School in the production and review of EHC Plans.
13. Deliver 1:1 or small group tuition to students, as identified who need further support but may not be in the timetabled SEND lessons.

Management of Physical Resources

1. Create and maintain a carefully considered SEND physical environment, including your classroom, displays of student work; group or independent learning areas; specialist 1:1 spaces.
2. Be responsible for securing value for money in order to provide learning resources and other equipment necessary for the effective operation of the SEND curriculum.

Support to Children, Families and Communities

1. Build effective relationships with parents and carers, sharing information regarding students' achievement, behaviour and well-being.
2. Organise and deliver open events to welcome parents and carers into the school, for both current and prospective students.
3. Support students and their parents and carers to make the most of the educational and other relevant opportunities available to them.
4. Liaise effectively with all internal therapy teams and signpost to other agencies when necessary, for example, social care, NHS, CAMHS, EPs following discussion with the Curriculum, Strategic Director and/or Head of School.

General

1. Contribute to the accurate and appropriate use and maintenance of up-to-date recording systems including those related to attendance, behaviour, progress and learning, etc.
2. Demonstrate a critical understanding of strategies, processes and developments within SEND and reflect this understanding in daily practice.
3. Carry out any other duties appropriate to the level expected of an Elmley Dray Specialist teacher within a small team.

4. Take reasonable care of the health and safety of yourself, other persons and resources whilst at work.
5. Cooperate with the leadership and management of the school as far as is necessary to enable the responsibilities placed upon it under the Health and Safety at Work Act to be performed e.g. operate safe working practices.
6. To be responsible for carrying out the appropriate duties set out in the Teachers' Pay and Conditions Document and teacher's Professional Standards as directed by the Directors or Head of School as well as the Elmley Dray Staff Handbook and Code of Conduct.
7. You will be expected to carry out your duties in line with Elmleys policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract, induction, ongoing performance management and development..
8. As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards safeguarding, completing termly revision of the policy and procedures to ensure the safeguarding of all learners.

Signed

Employee

Signed

*Headteacher /
Director*

Dated

Dated