



Job Description and Person Specification

Post Title:	SEN Teacher
Location	Bank View School
Salary:	£30,000 - £46,525 £2,539 SEN Point
Responsible to:	Assistant Head Teachers/Curriculum Leads
Responsible for:	Class TA's/HLTA's

Bank View is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

You will be line and performance managed by your line manager in respect of all professional duties.

The appropriate line manager will monitor your professional duties in respect of teaching and provide feedback to you and your assigned line manager through a range of Quality Assurance Cycle (monitoring) activities.

Part 1

The post requires you to carry out the duties of a teacher as set out in the Teacher's Pay and Conditions Document and work within the vision, mission statement, policies and guidelines of the school.

The salary will be within the framework of the Pay Scales for Classroom Teachers in the School Teachers' Pay and Conditions of employment document with the addition of the 1st allowance.

Part 2 – Teaching and Learning

To be responsible for teaching pupils with special educational needs (for example ASD, ADHD and or CLD). It is expected that the successful candidate will have the ability to teach a range of subjects. Other responsibilities will include the day-to-day management and organisation of classes, as well as the organisation, supervision and direction of teaching assistants.

In particular, you will be required to undertake the following responsibilities:

Teaching

- Promote the highest possible quality of professional and academic achievement and work as part of a whole staff team
- Create a safe, welcoming environment and take care of the classroom accommodation
- Adhere to all of the teacher standards
- Provide individual learning programmes for each pupil, and support for the emotional health and wellbeing of the pupil



- Provide evidence of pupil progress and high-quality teaching and learning over time
- Use technology to support / enhance learning and curriculum access for the pupils
- Undertake planning and be appropriately prepared for the teaching day within the school's framework of expectations. This includes a self-evaluation element linked to the planned teaching objectives which will inform the next sessions
- Assess pupils and use assessment and attainment information to ensure pupils are progressing and that aspirational targets are set
- Work in close partnership with parents and other agencies to achieve the best outcomes for pupils.

Curriculum

- Work with the curriculum leads in school to ensure high quality teaching and learning, participate in and contribute to working groups, etc, and be involved in links and liaison with other schools, both mainstream and special provision. Where appropriate lead on external accreditation/examinations up to and including Level 2 and GCSE
- Work with leaders across school to ensure the curriculum matches the age and needs of different pupils
- Ensure planning it is well sequenced to promote pupil progress
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Work with the subject leaders to ensure that links between the subject topics and are used within the curriculum
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- Produce an action plan/overview including the 3is for the subject
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Provide support with textbooks and library books in the subject area
- Provide support with classroom displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Be flexible in terms of timetable allocations, age groups taught, subjects taught etc. These may depend on the needs of individual or groups of children, or general school organisation.

Pastoral Role – Form Tutor

All teaching staff including part time will be assigned a form class. As a form tutor assigned to cover or work with a tutor group, you will be required in addition to the duties described above to:

- Take a register at the assigned times. The form register is a legal document. Information in it must be kept up to date. All student absences must be accounted for by a parental letter and any not so covered must be reported to the Head of Key Stage for additional support



- Play a leading role in the annual review process and complete the appropriate paperwork linked to the education, health and social care plans (EHCPs)
- Attend all assemblies attended by the tutor group to which you have been assigned and lead on class assemblies, if directed to do so by the senior staff
- Carry out a daily check of the standards of dress of the students assigned to you, a daily check of planners and monitor standards of behaviour.

Supervisory Duties

- To carry out a share of supervisory duties before, during and after the school sessions in accordance with published rotas. In order to ensure the safe arrival and departure of students and deal with parental enquiries you are required to be on the premises at least ten minutes before the start of the morning session and for ten minutes after the end of the school day (3.30pm). This time is accounted for your prescribed working time. Permission to be absent at these times must be obtained from your line manager.

Managing Staff/ Appraisal

- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Work as a department to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Work closely with colleagues across the school sites to model and share good practice
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Participate in arrangements for your appraisal and that of other staff
- Direct the work of TA's
- Mentor new student teachers, NQTs and placement students, as required.

Training and Development

- Regularly review your methods of teaching and programmes of work and participate in arrangements for your further training and development as a teacher.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL and safeguarding team to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school.



Discipline, Health and Safety

- You are required to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- In particular you are responsible for the health and safety of students in a class assigned to you either on the timetable or as emergency cover
- Students must not be left unattended without adequate supervision.

Staff Meetings

- You will be required to attend meetings at the school in accordance with your prescribed working time.

Public Examinations

- You may be required to participate in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations: recording and reporting such assessments and to participate in the arrangements for students' presentation for and supervision during the examinations.

Emergency Cover

- You will be required to supervise, and so far as practicable, teach any students assigned to you due to their teacher not being available. The requirement to provide emergency cover for unavailable colleagues will be consistent with the current Teachers' Pay and Conditions Document.

Working Time

- You must be available for work for 195 days in any school year, of which for 190 days you will be required to teach students in addition to carrying out other duties. These duties will be carried out at such times and places as the Headteacher will specify for 1265 hours in any one year. This requirement is consistent with the Teachers' Pay and Conditions Document
- In addition to the requirements set out in the above paragraph, you will be required to work such additional hours as may be needed to enable you to effectively discharge your professional duties, including in particular, the marking of students' work, the writing of reports on students and the preparation of lessons, teaching material and teaching programmes. The amount of time required for this purpose beyond the 1265 hours referred to above is a matter for your professional judgment and will depend upon the work needed for you to discharge your duties as a teacher.

This list is not exhaustive so at the discretion of the SMT you may be asked to carry out other duties within the scope of the role.

As part of your role, there may a requirement to work across any of the 3 school sites, Fazakerley, Croxteth and Speke.



PLEASE NOTE:

The Job Description may be reviewed at any time as necessary according to the needs of the whole school. Aspects of the job description will be an integral part of the Performance Management Review undertaken on an annual cycle. It may be amended at any time as an outcome of consultation between the Headteacher and post holder.

There is an expectation that all staff will ensure the welfare of the children by following the procedures in the Child Protection Policy and the Keeping Children Safe in Education (2018) document and any other documentation related to Safeguarding Children.

Equal Opportunities and Anti-Discriminatory Practice:

Bank View School makes sure that everyone is treated fairly, regardless of race, disability, ethnic origin, marital status, age, religion or sexuality. We monitor the way we do things to make sure employees, potential employees, service users and visitors are treated fairly and without prejudice. It is expected that all staff will create a working environment which is free from discrimination and harassment and respects, where appropriate, the diverse backgrounds and beliefs of employees and service users.