

Clifton Primary School

Job Description

Role:

* Teacher
* SEND Co-ordinator

MPS + TLR

Job purpose:

* The education and welfare of classes, groups and individuals having due regard to legal requirements for academies alongside the school's aims, curriculum plans and policies and aspirations of the Governing Body.
* To facilitate and encourage learning which enables learners to achieve well relative to their starting points.

This Job Description is not exhaustive and should be read alongside the range of professional duties of Teachers as set out in STPC Document 2014. The post-holder will be expected to undertake duties in line with the Teaching Standards 2012.

Accountable to: Head of School and Executive Headteacher

Main Duties as Teacher

* Have high expectations and plan and teach lessons which deepen knowledge and understanding and enable learners to develop and apply skills across the curriculum.
* Take active part in planning at long, medium and short term levels to ensure this meets the needs of the school and the learners.
* Create a positive climate for learning including the setting of high expectations for learners' behaviour, establishing and maintaining high levels of engagement in and positive attitudes to learning.
* Use effective teaching strategies and pedagogy, including the setting of appropriate homework that are well matched to learners’ needs.
* Set, monitor and evaluate clear targets for learning, building on prior attainment.
* Identify learners who have special educational needs and / or barriers to learning and provide clearly directed and timely support and intervention.
* Consistently implement the school’s procedures for assessment, including record keeping, accurate formative and summative assessment of learning and progress and use these assessments to inform the teaching.
* Consistently implement the school’s procedures for ‘Feedback and Marking,’ providing constructive oral and written feedback, so that learners know where they are in their learning and what they need to do to improve.
* Develop and maintain positive relationships with parents, carers and the wider community.
* Establish effective working relationships with colleagues and partner organisations.
* Prepare and present informative reports to parents.
* Liaise with, and provide pertinent information to, partner agencies responsible for learners' welfare.
* Demonstrate commitment to, and take responsibility for, own professional development and to keep up to date record of own CPD.
* Set a good example to the learners they teach in their presentation and their personal conduct.
* Evaluate their own teaching and use this to improve their effectiveness.
* Select and make good use of teaching and learning resources.
* Play a full and active role in the wider life of the school.
* Promotion of learners’ social, moral, spiritual and cultural development and well-being.
* Promote the safety and well-being of all learners.

Role as SEND Coordinator

* Maintain a thorough and up to date knowledge of SEND and champions SEND throughout the school.
* Plays a key role in the planning, review and development of SEND throughout the school, including curriculum entitlement, continuity, progression and the EHCP process
* Ensure that resources are managed efficiently so that teaching and learning is effectively supported.
* Liaises with staff at all levels in order to develop, evaluate and refine class teaching and interventions.
* Leads, manages and develops the school’s procedures for the provision of intervention programmes, including national, LA and bespoke programmes.
* Provide support and guidance to colleagues within and beyond the school.
* Liaise with external and partner organisations.
* Monitor the effectiveness and impact of intervention including reports and data analysis to staff, governors and SLT.
* Identify and disseminate the most effective teaching approaches for pupils with SEND.
* In accordance with the school’s procedures for SSE, monitor the effectiveness of appropriate teaching and learning activities and target setting to meet the needs of pupils with SEND.
* Lead and develop effective liaison between schools to ensure there is good continuity in terms of support and progression in learning when pupils with SEND transfer.
* Analyse and interpret relevant national, local and schools data plus research and inspection evidence to inform the SEND policy, practices, expectations, targets and teaching methods.
* Work with pupils, parents and class teachers to ensure that realistic expectations of behaviour and achievements are set for pupils with SEND.
* Support staff in understanding the learning needs of pupils with SEND and the importance of raising their achievement.
* Monitor the progress made in setting objectives and targets for pupils with SEND, assist in the evaluation of and the effectiveness of teaching and learning and use the analysis to guide further improvement.

Assessment and Evaluation

* Collect and interpret specialist assessment data gathered on pupils and use it to inform practice.
* Devise, implement and evaluate systems for identifying, assessing and reviewing pupils’ SEND in relation to the school’s SEND policy.
* Provide regular information to the Headteacher and Governing Body on the evaluation of the effectiveness of provision for pupils with SEND, to inform decision making and policy review.
* Develop and maintain effective partnerships between parents and the school’s staff so as to promote pupils’ learning; communicate effectively, providing information to parents about targets, achievements and progress.
* Develop effective liaison with external agencies in order to provide maximum support for pupils with SEND.