



**JOB DESCRIPTION:**

<b>Post Title:</b>	Teacher of SEN
<b>Location:</b>	Duke's Aldridge Academy
<b>Purpose:</b>	<b>OVERALL OBJECTIVES FOR THE POST:</b> <ul style="list-style-type: none"><li>• To perform the functions of a school teacher as set out in the School Teachers' Pay and Conditions Document (STPCD) and in line with the Teachers' Standards</li><li>• To meet the Professional Standards for Teachers', Core and Threshold, as applicable to the postholder</li></ul>
<b>Reporting to:</b>	SENDCo
<b>Liaising with:</b>	SLT, subject teachers and pastoral teams
<b>Working time:</b>	195 days (Full time)
<b>Salary:</b>	MPS/UPS
<b>Responsibilities:</b>	<b>Learning, teaching, assessment and progress</b> <ul style="list-style-type: none"><li>• Plan and deliver high quality, appropriately resourced lessons to meet the needs of all learners</li><li>• Reflect on lessons to continually improve own practice</li><li>• Have high expectations for the quality of work and provide good quality feedback to students to support their learning in line with academy policy</li><li>• Work with the support team to ensure effective teaching of SEND and disadvantaged students, reviewing and reporting on their progress</li><li>• Set high expectations for engagement, learning and behaviour in line with academy and department policy</li><li>• Monitor and review schemes of learning for all groups taught</li><li>• Carry out regular and appropriately benchmarked assessment activities with all students and report these in line with academy tracking systems</li><li>• Maintain accurate and up to date attainment data for all assigned students</li><li>• Ensure appropriate steps are taken when students are showing signs of underperforming and not reaching their target</li><li>• Prepare students for external examinations</li><li>• To teach across all key stages</li><li>• Contribute ideas for continuing development and improvement of the department</li></ul>

	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Ensure that own teaching spaces used are a model of best practice and reflect best practice at all times</li> <li>• Use new technologies to engage and stimulate learning</li> <li>• Take responsibility for creating a pleasurable and stimulating learning environment for students to work in with thoughtful display and management of resources in the classroom</li> <li>• To be accountable for students' performance, attendance and behaviour in line with academy procedures</li> <li>• Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate</li> <li>• Undertake all the duties associated with the role of a teacher as set out in the STPCD</li> <li>• To model the highest expectations and work to meet the criteria as outlined in the Teacher's Standards</li> </ul> <p><b>Upper Pay Range Expectations:</b> A teacher on the Upper Pay Spine is expected to demonstrate sustained and substantial contribution to the academy. In addition, teachers on UPS2 and particularly those on UPS3 must take a lead on a whole academy initiative and take an active role in developing others. Criteria for UPS are published annually in the School Teachers' Pay and Conditions Document and in the School's Pay Policy.</p>
<p><b>Other Duties</b></p>	<p><b>Form Tutor Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Take responsibility for day to day discipline, routines and attendance in the tutor group</li> <li>• Review and discuss students' work and welfare, setting targets as necessary</li> <li>• Promote good behaviour and positive attitudes at all times</li> <li>• Support tutor, year, house and academy activities/assemblies/events as appropriate</li> </ul>
<p><b>Monitoring, Evaluation and Assessment</b></p>	<ul style="list-style-type: none"> <li>• To monitor the effectiveness of teaching and learning within the subject area, through regular lesson observations, learning walks, work scrutiny and other data collection methods.</li> <li>• To regularly review the progress and attainment of all students, groups and subgroups with team members and plan, implement and oversee support and interventions.</li> <li>• To produce reports as required on student progress and attainment</li> <li>• To lead appraisal and monitor the effectiveness and impact of appraisal arrangements across the department and respond as appropriate.</li> <li>• To liaise with all appropriate personnel regarding support for students not making the required progress, including SENDCo, Senior Leader line manager, other members of the Senior Leadership Team as appropriate and parents/carers.</li> </ul>

Operating at all times within the stated policies and practices of Schools and the wider Trust.

Abiding by and practicing the Aldridge Education Operating norms:

- The standard is excellent
- We champion equality
- We're in the work together
- We behave with integrity
- We lead by example
- We use time well.

### **General Responsibilities Common to All Staff**

- Maintaining confidentiality, complying with the General Data Protection Regulations (GDPR) 2018, and following Academy procedures at all times.
- The nature of the work may involve the postholder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy.
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
- To comply with the academy's Health and Safety Policy and to ensure that working environments and working practices are employed by the postholder
- To promote the academy's equal opportunities policy and to work in accordance with it.
  - To carry out duties as may reasonably be required from time to time.

### **EQUAL OPPORTUNITIES:**

Demonstrate and share in the academy's commitment to equality and inclusivity.

### **SAFEGUARDING:**

It is the post holder's responsibility to promote and safeguard the welfare of children and young people with whom he/she comes into contact and to adhere to and ensure compliance with the Academy's Safeguarding and Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safeguarding or welfare of children in the academy she/he must report any concerns to her/his Line Manager or the Academy's Designated Safeguarding Lead (DSL).

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Disclosure level - Enhanced DBS with Children's Barred List Check

**HEALTH AND SAFETY:**

Be aware of the responsibility for Personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Cooperate with the employer on all issues to do with Health, Safety and Welfare and fully comply with the Health and Safety Policy of the academy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake work commensurate with its level of responsibility that is not specified in this job description.

**Development and Review of Job Description:**

Reviewers: Principal, Governors, HR.

This job description may be amended at any time following discussion between the Principal and post holder.

## PERSON SPECIFICATION: Teacher of SEN

	Essential	Desirable
<b>Qualification</b>		
Qualified teacher status	✓	
Appropriate Degree	✓	
Commitment to personal/professional development	✓	
Evidence of continuing professional development		✓
<b>Experience</b>		
Experience of teaching KS3 and KS4 students	✓	
<b>Knowledge and Understanding</b>	✓	
Secure knowledge and understanding of the concepts and skills in specialist subject	✓	
Ability to employ a range of effective teaching, learning styles and assessment methods	✓	
Strong command of subject area	✓	
<b>Teaching and Learning</b>		
Ability to raise achievement for all	✓	
Committed to ensuring excellent standards of behaviour at all times	✓	
Good communication skills	✓	
Committed to the role of form tutor for a group of students and the benefits of pastoral care	✓	
<b>Skills and Attributes</b>		
Ability to establish good working relationships with students, parents and staff	✓	
Good communication skills	✓	
Enthusiasm and good sense of humour	✓	
<b>Child Protection</b>		
Commitment to form and maintain appropriate relationships and personal boundaries with young people	✓	
Commitment to safeguarding and promoting the welfare of young people	✓	
Understanding of how best to promote the health, safety and well-being of young people	✓	
<b>Personal Qualities</b>		
High expectations of students	✓	
Highly motivated and able to motivate and inspire students	✓	
Enthusiastic and committed	✓	
A passion for teaching	✓	
Excellent interpersonal skills	✓	
Ability to be reflective and self-critical	✓	
Willingness to take on other roles and responsibilities within the department		✓