

JOB DESCRIPTION

Post Title:	CLASSROOM TEACHER/SENCO
School:	Debden C of E Primary Academy
<p>The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:</p>	
Purpose:	<p>Responsibility for a Class</p> <p>Co-ordinating activities relating to the KS2 curriculum, to include:</p> <ul style="list-style-type: none"> • Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice. • Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment. • Giving guidance, support and encouragement to staff and leading in-service development sessions. <p>Responsibility for SEN</p> <ul style="list-style-type: none"> • To take responsibility for the day to day operation of provision made by the school for pupils with SEN and provide professional guidance in the area of SEN, in order to secure high quality teaching and learning and the effective use of resources to bring about improved standards of achievement for all pupils. • To be accountable for securing the highest standards of pupil achievement through leadership of identified key school improvement priorities across the school, monitoring and evaluation of pupil achievement and setting targets for improvement. • To lead, develop and enhance the teaching practice of others by evaluating, supporting, guiding and target setting. • To support the school leadership team and Lead Practitioners with the strategic leadership and management of identified key school improvement priorities, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies.
Responsible to:	Headteacher
Responsible for:	N/A
Scope:	Classroom teacher SEN
Salary/Grade:	Main Scale / Upper Pay Spine

MAIN (CORE) DUTIES

Class Teacher

- Implement agreed school policies and guidelines
- Support initiatives decided by the Headteacher and staff
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Be able to set clear targets, based on prior attainment, for pupils' learning
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into planning
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress
- Report to parents on the development, progress and attainment of pupils
- Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy
- To have exemplary classroom management
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Communicate and co-operate with specialists from outside agencies
- Make effective use of ICT to enhance learning and teaching
- Lead, organise and direct support staff within the classroom when appropriate
- Participate in the performance management system for the appraisal of their own performance
- To develop effective working relationships with all members of the school community with sensitive regard for issues connected with race, gender, disability, ethnic, cultural origin or social circumstances.

SENCO:

- Develop, implement, monitor and maintain SEN policies and practices which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies.
- Establish short, medium and long term plans for the development and resourcing of the SEN function.
- Monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning.
- Manage the professional development of staff and evaluate the impact on teaching and learning.

- Coach all members of staff across the school to recognise and fulfil their statutory responsibilities to pupils with SEN.
- Disseminate the good practice relating to SEN through INSET, coaching and mentoring mechanisms.
- Develop an understanding of SEN across curriculum teams and individuals with the view of enhancing performance in this area.
- Develop coaching and mentoring systems to ensure the support and development of all staff working within the SEN area.
- Plan, delegate and evaluate work carried out by team(s) and individuals, and ensure a consistent approach regarding SEN across the school.
- Promote a creative and collaborative working environment.
- Create, maintain and enhance effective relationships.

In addition, the post is subject to compliance with:

- All school policies
- National Standards for SENCO's
- SEN Code of Practice

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

Person Specification

This person specification should be read in conjunction with the job description for this post.

Factor:	Essential:	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Qualified teacher status. • A willingness to undertake further CPD. 	<ul style="list-style-type: none"> • SENCO qualification/certificate.
Experience	<ul style="list-style-type: none"> • Good classroom practitioner. • Strengths in assessment for learning • Teaching: Key Stage 2 	<ul style="list-style-type: none"> • Teaching: Upper Key Stage 2 • Secure knowledge of SEND code of practice
Teaching and Learning	<ul style="list-style-type: none"> • High expectations of pupil achievement and behaviour. • Demonstrate collaborative planning and teaching. 	
Communication	<ul style="list-style-type: none"> • Approachable. • Strong interpersonal and communication skills. • Deal sensitively with individuals and groups to achieve positive outcomes and resolve conflict. 	
Personal Attributes	<ul style="list-style-type: none"> • A team player with energy and enthusiasm. • Good organisational skills. • Committed to inclusion and equal opportunities. • Experience of being a curriculum coordinator • A flexible approach to challenge and change. • Ability to prioritise and manage time effectively. • Ability to work to deadlines. • Ability to support the enrichment of the curriculum through extra - curricular clubs. 	