

JOB DESCRIPTION: SEN Teacher (Primary School)

LINE MANAGER: Director of Student Services

SALARY: M1-M6

**JOB PURPOSE**

* Students in the Primary school Learning Support Department
* Maintaining and developing standards in Learning Support
* Resources used in Learning Support

**JOB ACCOUNTABILITIES**

To work with the Director of Student Services in order to:

**Shaping the future**

* Ensure that the vision for the School is clearly articulated, shared, understood and acted upon effectively by all members of staff in the Learning Support Department
* Ensure that the school’s vision and mission is translated into agreed objectives and operational plans to promote and sustain improvements and developments within the Learning Support Department
* Demonstrate the vision and values of the school in everyday work and practice, and act as a role model for other staff
* Motivate and to work with others to create and develop a shared culture and positive climate throughout the Learning Support Department and beyond
* Embrace creativity, innovation and the use of appropriate new technologies to achieve excellence

**Leading Learning & Teaching**

* Ensure a consistent and continuous focus on students’ achievement within the Learning Support Department, using data and benchmarks to monitor progress in every child’s learning
* Ensure that learning is at the centre of strategic planning and resource management, and that consideration is given to current educational initiatives
* Develop and establish creative, responsive and effective approaches to learning and teaching
* Ensure a culture and ethos of challenge and support where students can achieve success and be engaged in their own learning
* Determine, organise and implement a diverse, flexible and differentiated curriculum and to ensure an effective assessment framework is implemented
* Monitor, evaluate, and review classroom practice and promote improvement strategies
* Challenge student underperformance at all levels and to ensure effective intervention, monitoring and evaluation of progress, liaising with parents, tutors and senior managers as appropriate
* Oversee the maintenance of good order and discipline among the pupils, and safeguard their health and safety when on the school premises, and when they are engaged in authorised activities elsewhere
* Ensure that internal and external examination processes and internal assessment processes are completed accurately and on time

**Developing Self & Working with Others**

* To treat people fairly, equitably and with dignity and respect, in order to create and maintain a positive culture across the Learning Support Department
* To work with others to develop an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
* To reflect on personal contribution to school achievements and take account of feedback from others
* To meet with the Director of Student Services at fortnightly line management meetings, to agree and review strategies and targets, and ensure accountability
* To encourage the sharing of good practice through peer observation and other means
* To regularly review own practice, set personal targets and take responsibility for own personal development
* To manage own workload and that of others to ensure an appropriate work/life balance

**Ensuring Sound Administration & Organisation**

* Produce and implement clear, evidence-based improvement plans and policies for the development of the Learning Support Department
* Manage the Learning Support Department’s financial and human resources effectively and efficiently to achieve its educational goals and priorities
* Implement effective performance management processes with some of the Primary School LSAs
* Manage and organise the environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations, as well as providing an attractive and educationally stimulating area in which to work
* Ensure that the range, quality and use of all available resources are audited, evaluated and reviewed on at least an annual basis to improve the quality of education for all students and provide value for money
* Ensure that all Learning Support Department documentation, including but not limited to Handbooks, Schemes of Learning and Policies are reviewed and updated on an annual basis
* Contribute to effective meetings, and encourage other staff to contribute to wide-ranging discussions
* Act as a role model for other staff in terms of meeting deadlines, following school procedures and policies and enthusiastically embracing developments

**Strengthening Community**

* Build a culture and curriculum which takes account of the richness and diversity of the school’s community
* Ensure learning experiences for students and allow opportunities for leadership
* Establish and maintain open lines of communication with all stakeholders
* Create and maintain an effective partnership with parents to support and improve students’ achievement and personal development
* Co-operate with any other reasonable request from the Director of Student Services, PLT or SLT

**CPD**

* To seek out CPD opportunities that match the needs of this position and are in line with the development plan. This may be external courses, but may equally be internal CPD opportunities such as peer observation or simply reading relevant material

**KS2 to KS3 Transition**

* To liaise with the Head of Year 6, the Senior SEN Teacher and the Year 6/7 transition LSA to ensure that Learning Support students moving to Senior School are catered for correctly and that contact has been made with parents
* To participate in planned Transition meetings and other events related to transition
* To lead discussions at Learning Support Department meetings relevant to transition

**Special Educational Needs (SEN)**

* Write and review I.E.P.s for SEN students as required. Provide a copy of the I.E.P. to parents
* Identify students who may need to be supported by managing the referral system and by examining school data such as Pips and CAT4 scores
* Assess students once referred
* Maintain links to outside individuals such as Educational Psychologists or Speech and Language Therapists
* Refer students to an Educational Psychologist or other outside agency after consulting the parents
* Work closely with the clinic and counsellor with respect to the students on the Learning Support list where necessary
* Write Student Profiles for all students on the Learning Support list
* Maintain up to date information on SIMS regarding students on the Learning Support list to include any exam access arrangement entitlement, Student Profiles, I.E.P.s, medical and psychological reports
* Provide advice to colleagues concerning students on the Learning Support List
* Manage LSAs timetables
* Provide training and/or advice for PGCE students regarding SEN topics
* Maintain files on all students on the Learning Support List so that information is available to others and so a continuous history of a student can be traced
* Provide and maintain specialist programmes to address the needs of students
* Teach students 1:1 or in small groups
* Promote a whole school approach to supporting students with learning needs
* Help maintain an up to date Learning Support Handbook
* Maintain confidentiality of all student information
* Promote progress of the ‘whole’ student including, social, emotional, behavioural and academic skills

**Internationalism**

* To share good practice and ideas on internationalism
* To raise the profile of internationalism in the Learning Support Department
* To participate in calendared Internationalism meetings and activities generated as a result of these meetings
* To lead discussions at Learning Support Department meetings relevant to Internationalism

**Rewards/Sanctions**

* To participate in the periodic review of rewards and sanctions
* To ensure that agreed policies and procedures are applied fairly and consistently. To train colleagues and LSAs on any changes to rewards and sanctions
* To participate in calendared Rewards and Sanctions group meetings and activities generated as a result of these meetings
* To lead discussions at Learning Support Department meetings relevant to Rewards and Sanctions

**Data Analysis**

* To work with the Director of Student Services and data manager to ensure that data in a form that is useful for you
* To provide useful and detailed analysis of the data provided to support student progress
* To participate in calendared data meetings and activities generated as a result of these meetings
* To lead discussions at Learning Support Department meetings relevant to Data

**Reporting/Report Checking**

* To check through colleagues’ reports to ensure they are accurate, timely and in line with published guidelines, and to ensure that corrections are made
* To be involved in any report redesign or changes to our reporting procedures, and to train colleagues on any such changes
* To participate in calendared Reporting meetings and activities generated as a result of these meetings

**Technology/VLE**

* To lead the development of ICT based resources, e-learning and a virtual curriculum for the Learning Support Department
* To share ideas with colleagues elsewhere in the school and ensure a consistent and coherent approach to ICT development
* To participate in calendared ICT development meetings and activities generated as a result of these meetings
* To lead discussions at Learning Support Department meetings relevant to the development of technology

**Budgets & Resources**

* To help the Director of Student Services manage the effective deployment of the annual budget
* To ensure prudent financial management and value for money
* To ensure that resources are catalogued, audited and can be accounted for
* To ensure that resources are well cared for and damage is reported
* To ensure that ordering procedures are followed and deadlines are met
* To lead discussions at Learning Support Department meetings relevant to Budget and Resources

**KEY EXPECTATIONS**

All staff are expected to:

* Be aware of and committed to the mission, vision, values and all associated school policies
* Take an active role in the development and implementation of school policies and in the whole life of the School
* Ensure that there are equal opportunities for all
* Follow school procedures as outlined in the staff handbook

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| Name of post-holder | Signed by post-holder | Date |
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| Name of line manager | Signed by line manager | Date | To be reviewed |
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