**Job Description: Class Teacher (Part Time) and SENDCo**

**Grade: Main Scale with TLR SEN Allowance**

**Line Manager: Acting Headteacher/Executive Headteacher**

**Responsible to: Governing Body**

**Responsible for: SEND**

**Job Description – Class Teacher (Part Time)**

* be a qualified teacher and hold an academic qualification appropriate to primary education
* be fully supportive of our Catholic ethos
* be able to demonstrate an understanding of safeguarding in schools
* have high expectations of self and others
* be able to adapt to teaching within the primary range
* be able to use teaching methods which are appropriate to the children’s age, aptitude and ability
* be able to identify the needs of each child and to plan responses to these
* plan for the lesson required to teach and in appropriate detail
* show good subject knowledge in the subject they are teaching
* have excellent communication skills with both adults and children
* have a high standard of spoken and written English
* have a high standard of numeracy
* be flexible in their approach
* show ability to co-ordinate, lead, organise, resources and implement the development of a subject across the school (not applicable to NQTs in their NQT year)
* be ICT competent
* be willing to contribute to extra-curricular activities

**Job Description – SENDCO**

Duties and Responsibilities: Special Educational Needs

Special Educational Needs Co-ordinators with particular reference to:

A. Strategic Direction of SEND

• Create a positive climate of high expectations in relation to SEND

• Develop and support the implementation of policies and action plans.

• Use data effectively to monitor pupil progress, including achievement of IEP targets and to identify and remedy under achievement.

• Identify with staff realistic and challenging targets for improvement in SEND

• Develop and promote links with Governors.

**Teaching, Learning and Curriculum**

• Identify and adopt the most effective teaching approaches for pupils with SEN.

• Support staff in developing their understanding of continuity and the sequencing of learning for pupils with SEND

• Provide guidance and CPD opportunities for staff to develop appropriate teaching and learning methods for children with SEND

• Establish and monitor effective assessment, recording and reporting arrangements and ensure that staff set appropriately challenging and achievable targets for their pupils.

• Evaluate the quality of learning and teaching in SEND and draw up action plans for improvement.

**Leading and Managing Staff**

• Take responsibility for managing the effective delivery of the education psychology service,

 learning support, behaviour support, and other outside agencies.

• Liaise with administration staff to ensure effective SEND admin and record keeping.

• Establish constructive, professional relationships among all staff involved in the teaching of

 children with SEND

• Encourage and support all staff to recognise and fulfil their statutory responsibilities to pupils with SEND

• Evaluate, and plan to meet, the professional development needs of all staff in SEND

• Lead the professional development of staff in SEND through example and support.

• Ensure that the Headteacher, senior staff and governors are fully informed about the strengths and weaknesses in teaching and learning in SEND

**Managing Resources**

• Identify staffing and resource needs for SEND and advise the headteacher of the priorities

• Ensure the effective and efficient management and organisation of resources.

• Under the direction of the Headteacher, to manage budgets and funding effectively to ensure all children/pupils receive quality provision.

Signed …………………………………………………………………… SENDCo

Signed …………………………………………………………………..…Line Manager

Signed …………………………………………………………………… Chair of Governors

*Job Description – Teacher with SEND Responsibility*