

Position: - Key Stage 1 - Class Teacher + SENDCo

Job Title:	Key Stage 1 - Class Teacher + SENDCo
Hours:	Full time position, term time. You will also be required to attend internal and external staff meetings during the academic year.
Contract Type:	Permanent
Salary:	Up to £35,000 - depending on experience and qualifications
Responsible to:	Headteacher/Senior Leadership Team/Deputy Head Teacher

Job Description:

We are looking to appoint a permanent full time Class Teacher + SENDCo who is passionate, hard working, and versatile to join our busy team.
To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum, Department for Education and school policies.

General Main Duties and Responsibilities:

- The responsibilities of the post are to carry out the professional duties of a school teacher in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document.
- The post requires you to teach children in accordance with the requirements of the Conditions of Service for School Teachers having due regard for the National Curriculum, the school's ethos and aims, Values Education, policies and schemes of work and any policies of the Governing Body.
- To ensure responsible and caring supervision of children according to agreed procedures and duty rotas during directed time, and during any extra-curricular activity, including school visits undertaken by you, and to share in the corporate responsibility for the safety and well-being of all pupils.
- To liaise with other members of staff in the pursuit of excellence.
- To communicate and consult with parents over all aspects of their children's education – academic, social, emotional and to involve them in the wider aspects of the schools function.
- To actively promote the ethos of the school, fundamental British Values and Values Education.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the schools Health and Safety policy and any school-specific procedures /rules that apply to this role.
- To support a school policy of corporate responsibility in all areas of school life.
- Promote the school and celebrate its success at every opportunity.
- Maintain confidentiality at all times in respect of Data Protection, school-related matters and to prevent disclosure of confidential and sensitive information.

Class Teacher Main Duties and Responsibilities:

- To establish a caring, purposeful, stimulating and challenging classroom environment leading to high standards of learning from the pupils.
- To establish a sound classroom routine and atmosphere to maximise independent learning.
- To maintain high standards of behaviour within the classroom and across the school at all times.
- To ensure a high standard of classroom organisation with readily accessible and well-maintained resources.
- To produce medium term plans, short term plans and evaluations of planned work.
- To provide opportunities and resources for differentiated development and progression in all curriculum areas.
- Ensure all children's individual learning needs are met; programmes of support provided for any child found to be underachieving, including SEN, More Able, those for whom the Pupil Premium Grant provides support and any other identified group
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To assess, record and evaluate individuals progress using the schools agreed assessment systems and to use this information when compiling reports.
- To have responsibility for the care and up-keep of your own classroom resources and equipment as well as those in use from shared resource areas, including the care, safety and security of electronic/electrical equipment.
- To ensure effective use of support staff within the classroom, including parent helpers to enhance children's learning
- To liaise with external agencies as and when required to meet the individual pupil's needs.
- To liaise with other teachers to ensure continuity and progression.
- To continue professional development, maintaining a portfolio of training undertaken.
- To be prepared from time to time to oversee work experience students or students on teaching practice.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- Contribute to the development and co-ordination of particular areas of the curriculum.
- Spend Planning, Preparation and Assessment time effectively.
- Have annual performance management and review meetings to review personal and pupils' progress.
- Carry out any other reasonable tasks as directed by the Head Teacher.

SENCo Main Duties and Responsibilities:

- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability.
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives, which may affect the school's policy and practice.
- Evaluate whether funding is being used effectively, and propose changes to make

use of funding more effective.

- Maintain an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support.
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment.
- Be aware of the provision in the local offer.
- Work with early years' providers, other schools, educational psychologists, health and social care professionals, and other external agencies.
- Be a key point of contact for external agencies, especially the local authority.
- Analyse assessment data for pupils with SEN or a disability.
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness
- Add any other duties of particular relevance to your school.
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness.
- Ensure records are maintained and kept up to date.
- Review the education, health and care plan with parents or carers and the pupil.
- Ensure that if the pupils' transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil.
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability.
- Work with the Head Teacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Prepare and review information the governing board is required to publish.
- Contribute to the school improvement plan and whole-school policy.
- Identify training needs for staff and how to meet these needs.
- Lead SEND INSET for staff.
- Share procedural information, such as the school's SEN policy.
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for the individual child with SEN or a disability
- Lead meetings for TAF, EHA and CIN relating to SEND children.
- Carry out any other reasonable tasks as directed by the Head Teacher

Subject Leader Main Duties and Responsibilities:

- Be responsible for the implementation and management of the school's policy for the agreed subject area.
- To formulate an Action Plan and a Vision (Intent) statement for the subject area and share these with the rest of the staff.
- Champion the subject - giving it high profile within the school.
- To keep up with current ideas, pedagogy, practice, resources, contact with outside agencies and to attend appropriate training courses, sharing information and ideas with staff.
- To oversee the resources, evaluate newly published resources with a view to ordering,

and replace/purchase required equipment according to available curriculum budget.

- To provide help, advice and support to class teachers and promote appropriate staff training and development.
- To monitor and evaluate progression of learning in the subject area through observation, discussion with teachers and pupil interviews.
- To annually compile a Report to Governors evaluating the success and areas to develop over the year including reporting on pupils' outcomes and progress

Key Stage 1 - Class Teacher + SENDCo - Personal Specification

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • Qualified Teacher Status • Educated to degree level or above • Experience of SENDCo role for more than one year 	<ul style="list-style-type: none"> • 2:1 or higher degree obtained • National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment • Evidence of personal commitment to continuous professional development
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • Teaching experience across the primary age range • Ability to demonstrate good knowledge of the National Curriculum • Proven record of sustained, effective teaching and learning • Knowledge of the characteristics of effective teaching and learning • Experience of target setting, monitoring and assessment, recording and reporting pupil progress • Experience of using a range of strategies to meet individual learning needs • Understanding of a range of diverse and additional Special Educational Needs • Knowledge of effective ways of working with parents and careers • Knowledge of statutory requirements of legislation concerning Equal 	<ul style="list-style-type: none"> • Experience of Key Stage 1+2 • Proven record of sustained, good or outstanding teaching strategies. • Experience of providing extra-curricular clubs • Experience of subject leadership a core subjects impacting positively on pupil outcomes • Sounds Write Phonic Training • Experience of

	<ul style="list-style-type: none"> • Opportunities, Health and Safety, SEND and Child Protection. • Knowledge of behavioural and motivational strategies to promote consistent behaviour and discipline • Experience of working at a whole-school level • Experience of conducting training/leading INSET • 	<p>Early Years</p> <ul style="list-style-type: none"> • Involvement in self-evaluation and development planning • Experience of using effective SEND strategies e.g. Theraplay, cognitive learning, speech and language therapy
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Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to inform provision planning • Involvement in self-evaluation and development planning
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Personal Qualities:	<ul style="list-style-type: none"> • Demonstrate effective classroom practice and thorough planning, demanding expectations, clear targets for learning and effective use of assessment • Ability to use ICT for teaching, learning, assessment and record keeping • Ensure high levels of pupil interest and motivation • Make warm and open relationships with adults and children • Work as an effective team member to ensure the delivery of high quality teaching and learning • Promote consistent behaviour and discipline • Committed to safeguarding and promoting the welfare of children • Have good personal organisation • Be positive, creative and energetic • Communicate effectively both verbally and in writing, to a variety of stakeholders • Committed to continuing 	
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	<p>professional development</p> <ul style="list-style-type: none"> • Record of reliability, punctuality and have a good health record • Sound knowledge of the SEND Code of Practice • Understanding of what makes 'quality first' teaching, and of effective intervention strategies • Ability to plan and evaluate interventions • Effective communication and interpersonal skills. • Ability to build effective working relationships • Ability to prioritise and work to deadlines • Ability to influence and negotiate • Good record-keeping skills • Knowledge of assessment for learning, use of developmental marking and feedback • Willing to be fully involved in the life of the school community 	
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The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

Placing People Direct

T: 0333 335 5021 M: 07743 249 982 E: sunita@placingpeopledirect.co.uk

W: www.placingpeopledirect.co.uk