

SEN TEACHER JOB DESCRIPTION

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teach or other Senior Management if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The SEN Teacher Job Descriptions applies to all teachers teaching the following statemented students:

Mild Autism

Dyslexia

Down Syndrome

Dyscalculia

Dysgraphia

With RBK's ethos in mind, the duties and responsibilities of a SEN Teacher shall include the following:

Overall Functions

To teach and educate students according to guidelines provided by Early Years Foundation Stage (EYFS) curriculum and SparkPRO software under the overall guidance of the competent education authority.

To teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the Head Teacher.

Takes responsibility for fostering a sense of community within RBK developing positive relationships internally and externally.

Job Purpose

- Teach a class of students and ensure that planning, preparation, recording, assessment and delivering lessons meet their varying learning and social needs;
- Be an enthusiastic and energetic teacher;
- Creating an environment, in the classroom assigned, that is conducive to learning and appropriate to the maturity and interests of the students;

- Maintain the positive ethos and core values of RBK, both inside and outside the classroom;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and SMT;
- Have a coherent, well developed philosophy of children's learning and of classroom organisation and management;
- Offer leadership by example and encouragement to children in their care through effective display, by the provision of a stimulating and thoughtful environment, by sensitive rapport with the children and by effective classroom organisation and record keeping.

General Duties

- Implementing all school policies and adhering to the expectations of conduct outlined in the Handbook;
- Plan work for the class in accordance with EYFS and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students;
- Nurture the well-being of students;
- Adopting and working towards the implementation of the school development plan of RBK;
- Assigning work, correcting and marking work carried out by his/her students;
- Assessing, recording and reporting on the development, progress, attainment and behaviour of one's students;
- Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students;
- Participating in arrangements within an agreed framework for the appraisal of students' performance;
- Promoting the general progress and well-being of individual students, groups of students or class entrusted to him/her;
- Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students;

- Takes responsibility for fostering a sense of community within RBK developing positive relationships internally and externally;
- Ensuring high standards of professional practice and quality of teaching and learning of the subject/s. through effective dialogue, participating in reciprocal peer review and observation of class teaching practice by the Head Teacher concerned;
- Providing the necessary information and advice to the designated personnel in the school and to provide all the necessary information regarding requisitions and arrangements in connection with the teaching of subject/s assigned to him/her.
- Taking photographs and videos of students daily and uploading to the necessary channels.

Curriculum Duties

- When appointed, act as a Subject Leader for an assigned subject of the EYFS curriculum;
- Offer an example of good practice in all aspects of teaching the subject;
- Assist teachers in the delivery of schemes of work;
- Assist staff in planning, teaching, assessment, evaluation and recording of pupils' progress;
- Monitor and evaluate standards of teaching and learning through lesson observations and scrutiny of planning and children's work;
- Monitor, evaluate and review the policy and schemes of work and implement changes as required;
- Advising and co-operating with the Head Teacher, members of staff in Leadership positions and other teachers in preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral care arrangements;
- Participating in and contributing to Individual Education Plan (IEP) conferences and reviews of officially statemented students and collaborating with parents, SMT, Inclusion Co-ordinators and other professionals working with the student;
- Together with the Teacher Assistant and learning support structures at RBK, developing and implementing the IEP of students with Individual Education Needs and participating in IEP and Individual Transition Plan (ITP) meetings;
- Ensuring that schemes and forecasts of work carried out in the class are handed to the Head Teacher and furthermore to the Teacher Assistant in good time so that the

necessary adaptations and resources are made for use with the students with individual educational needs in class;

- Regularly discussing and monitoring the work being carried by the Teacher Assistant in class;
- Recording all observations through various forms (SparkPRO, vlogs, photographs, videos. Etc)

Safeguarding Duties

- Maintaining good order and discipline amongst students under one's care and safeguarding their health and safety at all times;
- Understand and carry out the duties arising from the Child Protection Policy in relation to safeguarding children as this applies to the class teacher's role within the school;
- Ensure that the designated person for child protection is kept fully informed of any concerns which the class teacher may have in relation to safeguarding.

Personal and Professional Development

- Reviewing and evaluating one's own teaching and learning strategies, methodologies and programme/s in line with EYFS Framework guidelines;
- To represent the RB brand and its interests in the wider community;
- Participating in In-Service education and training courses as well as in continuing professional development (CPD) opportunities, and taking part in action research exercises;
- Contributing to the professional development of new Teachers and Teacher Assistants according to arrangements agreed with the Head Teacher;
- Nurtures a culture where teachers view themselves essentially as facilitators of learning and reflective practitioners;
- Abiding by the terms and conditions for their employment as outlined in the contract signed by both parties;
- Be punctual and well presented at all times;
- Maintain and up-to-date understanding of current trends in teaching and learning.

Commented [1]: an

General Responsibilities

- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of students, visitors and work colleagues in accordance with the requirements of legislation and school policies; including taking responsibility for raising concerns with an appropriate manager;
- Participating in staff, group or other meetings related to the school curriculum or pastoral care arrangements, for the better organisation and administration of the school;
- Ensuring the safe custody and optimum use of equipment normally used by oneself during lessons;
- Participating in all school assemblies;
- Sharing in any possible and reasonable way in the effective management, organisation, order and discipline of RBK;
- Demonstrate commitment to the use of technology and information systems to support teaching and learning;
- Support initiatives decided by the Head Teacher and Staff.

Pastoral Responsibilities

- Create a secure, happy and stimulating environment, maintaining the highest standards of organisation and discipline;
- To maintain positive links with parents through regular meetings and to report the outcomes of all such contacts to the Head Teacher;
- Providing guidance and advice to parents on educational and social matters and on their further education and future careers; providing information on sources of more expert advice.
- Registering and monitoring the attendance of students under one's care;
- In the case of students with severe learning difficulties and with communication problems, ensuring that the Journal Book is daily updated with the necessary information including parents' signature;
- Liaising and collaborating with specialist teachers/resource persons and other professionals working with statemented students.

Further Requirements

- Full commitment to the School and enthusiastically involved in its activities, thus helping to promote a flourishing corporate life within the school;
- To be aware of the School's policies, to act in accordance with these and to help in their revision and preparation, as and when required to do so by the Head Teacher and SMT Board;
- Prepared to teach anywhere directed by the Head Teacher given due notice, guidance and support;
- Act as an ambassador, raising the profile of RBK; and
- Attend out of hours events on behalf of the RB team under the discretion of the SMT Board.