

JOB DESCRIPTION

PRIMARY TEACHER

Job Title	SEN Teacher – KS3/4
Responsible to	Head Teacher
Key Internal Contacts	Other staff within the education team Staff in other departments within the Centre Staff in other Centres in the Region Regional Office Staff
Key External Contacts	Student relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services - Statutory, Voluntary and Community Neighbours

JOB PURPOSE

To deliver high-quality learning experiences for pupils with complex needs, including severe learning difficulties, autism, sensory needs, and significant communication differences. The postholder will contribute to the planning and implementation of engaging pre-formal and semi-formal curriculum pathways that prioritise communication, regulation, independence and meaningful progress.

KEY TASK AREAS AND RESPONSIBILITIES

- Plan and deliver personalised learning based on pre-formal (engagement-led) and semi-formal (early cognition and communication) curriculum frameworks.
- Use observational assessment, engagement models, and highly differentiated planning.
- Integrate therapies and multi-disciplinary advice into daily teaching (SaLT, OT).
- Develop communication-rich environments using AAC, intensive interaction and sensory communication strategies.
- Ensure learning opportunities build attention, curiosity, early problem-solving, functional communication, and emerging subject-specific knowledge where appropriate.
- Create predictable routines and regulation-supportive environments using trauma-informed approaches
- To contribute to and help implement developments that relate to the School Development Plan
- To promote, in line with Company policies, the physical, educational and moral development of the students
- To contribute to the development and implementation of an environment and programme of learning for the individual student to ensure progression at an appropriate and satisfactory rate
- To take responsibility for coordinating the teaching, development, assessment, recording and reporting of subjects and areas of learning across key stages as agreed with the Head Teacher
- To devise, implement and review individual education plans, individual behaviour plans and other relevant individual plans in conjunction with other staff
- To organise the classroom, its resources, student groupings and displays to provide a stimulating learning

- To maintain regular communication both informally and in meeting times, ensuring the individual needs of the student are being met effectively.
- To ensure that the available equipment and resources are used, stored and maintained efficiently
- To make, use and keep records in accordance with Company policies and procedures and standards set by the Regulatory Body
- To keep up-to-date with specified subject area and educational practice
- To ensure that all relevant education policies and procedures are implemented in full
- Safeguard all students and ensure their safety and wellbeing
- Communicate effectively with care staff to ensure a consistent approach and to provide a daily link between School and Home
- Liaise with staff from other departments to provide a consistent approach to all aspects of student education and care
- Maintain regular communication and liaison both informally and in meeting times, ensuring a consistent approach to education and care of students
- To meet in full the Professional Standards for Teachers.

General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Report issues and/or incidents relating to staff and students that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the centre as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the students and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required.

Note: Any subject specialism information must be authorised by the HR department and attached separately

PERSON SPECIFICATION

TEACHER

	Essential	Desirable
Experience		
Experience of work with autistic spectrum disorders and/or challenging behaviour		✓
Experience of work within an education setting	✓	
Experience of planning, delivering and teaching lessons	✓	
Skills, Knowledge and Aptitudes		
Ability to work independently and as part of a team	✓	
Effective communication skills, verbal and written	✓	
Ability to record information accurately	✓	
Good organisational skills	✓	
Ability to deal with complex and challenging behaviour	✓	
Ability to demonstrate empathy	✓	
Good IT skills	✓	
Ability to tailor teaching and learning to the needs of individual students	✓	
Ability to lead and co-ordinate effectively	✓	
Qualifications and Training		
Relevant Teaching Qualification		✓
Willingness to work towards further qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Other		
Commitment to the values of the organisation	✓	
Driving licence		✓