

3Dimensions

SEN Teacher Job Description

To teach Pupils with SEN (including Autism) aged 7 – 25yrs within our school, currently registered for a maximum of 16 students. You will need to deliver a curriculum teaching a range of subjects differentiated to meet the needs of individual pupils; to enable them to access areas of the curriculum relevant to them.

You will need to:

Complete assessments and review each student's academic ability, recording and evidencing these within the students' files.

Maintain Confidential Files.

Write and review ILPs.

Ensure pupils maintain evidence files for awards and qualifications being undertaken. Liaise with awarding bodies including the registration of pupils for appropriate awards or qualifications, assess or moderate students' files.

Produce Lesson Plans and Schemes of work in line with National Curriculum objectives. Instruct Tutors and TA's on current curriculum aims and objectives for each child and oversee the delivery of lessons by the tutors. Supervise and support the work of teaching assistants, trainee teachers and newly qualified teachers (NQTs); provide regular progress reports for managers, highlighting any areas of concern or possible areas of development for the school or an individual. Write reports to parents and participate in Parents' Evenings.

Manage pupil behaviour in the classroom and on and off school premises. Follow and contribute to Behavioural Plans and PEPs. Contribute to LAC reviews, reports and any EHC Plans. Hold parents' meetings and meetings with professionals when necessary.

Work closely with various specialists including Behaviour Consultants, Speech & Language Therapists and Occupational Therapists. Liaising with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers;

Keep up to date with developments in their subject area, new resources and methods, researching new topic areas and maintaining up-to-date subject knowledge. Monitor own CPD and research or suggest relevant technology or resources to enhance the curriculum.

Follow the Ethos, Policies & Procedures of the School and attend appropriate training

Preparing pupils for internal and external assessments and examinations such as Functional Skills, ASDAN, GCSEs and A-levels.

Support extra-curricular activities through follow up lessons, diary reports and evidence keeping.

Undergoing regular observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD).

Follow local Safeguarding Children Board Guidelines for Child Protection.

To participate in the running of at least one residential trip per academic year and evidence extracurricular activities and enrichment activities throughout the year.

To be prepared to communicate and discuss any issue that impacts upon job performance.

To be prepared to evolve with the pupil programme for the benefit of our young people, and all concerned.

Staff are expected to be responsible for the maintenance of their own CPD and to keep a reflective log of any CPD activities undertaken with times, dates, location and the trainer. They are also expected to inform and pass on information to the training co-ordinator of any ad hoc certificates they receive for training or CPD activities.

Our Pupil Programmes operate on a personal basis and teaching staff must be able to respond to any unforeseen changes at short notice and partake in ad-hoc duties necessary to the function of the organisation and the team.

Develop relationships with the professionals and families and establish and maintain effective communication with these parties. Ensure that the team also do the same and effectively work as a team.

Key Responsibilities

As a teacher you will need to take your turn at supervising breaks, activities and trips. You are also responsible for your pupils' recorded assessments in all subjects, record keeping for each pupil and maintaining an up to date Behaviour Management Plan.

The teacher will need to maintain good communication skills that enable them to communicate with the TA's in their team, delegate duties, pass relevant information to / from parents, management and the rest of your team – COMMUNICATION IS KEY TO THE SAFETY OF ALL.

Monitor and implement the National Curriculum Key Stages, setting deadlines, producing resources needed and monitoring pupils' progress.

Complete Transition Plans for all pupils (as per 3D's Transition forms), keep this process up to date and maintain communication with the pupils' careers advisors and implement any targets that will enable a smoother transition for the pupil (ie, setting up relevant work experience). A key part of this will be attending Annual Reviews and meetings with all YR 9+ pupils, appropriate carers, professionals and management to explain the Transition Process.

Assist in communications with examining bodies e.g. AQA, ASDAN or OCR and maintaining the JCQ registration.

This job description will be referred to where necessary during the appraisal process and during any reviews of performance.

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, Whistle blowing, 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 Education 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 school 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 separately.

As part of or commitment to safer recruitment, candidates will undergo all safer recruitment checks this will include an Enhanced DBS and any other checks required by regulatory bodies for the role, such as, references, right to work, qualifications, S128 and prohibition checks.

PERSON SPECIFICATION TEACHER

Experience	Essential	Desirable
Relevant experience in the specialist area of service i.e. relevant experience of working with young people/young adults with Autistic spectrum disorders and/or behaviours	✓	challenging
Experience of Estyn / Ofsted procedures / inspections	✓	
Experience of working within a school setting	✓	
Experience of managing staff		✓
Skills, Knowledge and Aptitudes		
Good knowledge of people management practises	✓	
Effective leadership skills		✓
Ability to motivate a team and individuals	✓	
Effective communication skills, verbal and written	✓	
Good IT skills	✓	
Good organisational and time management skills	✓	
Excellent decision making skills		✓
Ability to work independently and a part of a team	✓	
Good knowledge of safeguarding procedures	✓	
Good knowledge of the relevant Regulatory Body Legislations	✓	
Qualifications and Training		
Qualified Teacher Status or Qualified Teacher Learning and Skills	✓	
Nationally recognised degree	✓	
Relevant qualifications for the specific service/sector	✓	
Willingness to work towards further qualifications as required group induction training on commencement.	✓	
Other		
Commitment to the values of the organisation	✓	
Driving licence	✓	

