
Overton School Job Description

Job title/post: SEN Teacher – Specialism in Humanities/Music/Vocational subjects desirable

Responsible to: Headteacher

Specific responsibilities for: Securing high quality teaching, effective use of resources and improve standards of learning and achievement for all pupils within your subject area in consultation with the Headteacher and Deputy Headteacher.

Review and Amendment: This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder.

Job Purpose

- To teach to a high standard and ensure all pupils access the knowledge relevant to the subject area
- Liaise with other OFG schools to ensure development of the curriculum areas
- Develop the scheme of learning for the curriculum areas and have an oversight of planning across the pathways
- Monitor progress of pupils and put in place interventions where pupils are underachieving.
- Maintain a development plan for the subject areas
- Keep updated of changes within the curriculum areas
- Deliver training to develop staff on pedagogical developments related to subject specialism
- Liaise with the exams officer to ensure accurate entries are made for qualifications related to the subjects
- To teach a range of subjects as necessary to ensure the effective delivery of the school's curriculum

Knowledge and Understanding

Have knowledge and understanding of:

- The school's vision, aims, priorities, targets, curriculum policies and action plans;
- Any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupil's attainment and progress
- To have a solid understanding of the school pathways and ensure suitable learning is taking place in all environments
- The characteristics of high-quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils;
- Management, including employment law, equal opportunities legislation, personnel, external relations, finance and change;
- The implications of the code of practice of special educational needs for teaching and learning;
- To understand and support the development of appropriate sequences of learning that relate to the needs of the learners in each pathway
- To develop the understanding of implementation of the curriculum area across each pathway
- To keep up to date with relevant subject knowledge and cascade this to the wider team where necessary.

Specific Roles and Responsibilities

- To support the development and innovation surrounding whole school curriculum mapping.
- To work with SLT to ensure a differentiated curriculum is being delivered across the school.
- To support the development of learning styles and appropriate teaching approaches, behaviour management, classroom strategies, resources and whole school policies for children across all pathways
- To enable access to learning and social opportunities for pupils with SEN through the delivery of teaching, support, families and the young person
- To support the SLT and therapy team in the continued successful development of supporting young people with complex needs
- To ensure consistency of approaches in terms of T&L and assessment/feedback within each pathway

Teaching and Learning

Ensure:

- Curriculum intent, continuity and progression in all subjects taught for all pupils, including those of high ability and those with special educational needs;
- Teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in subjects taught, and communicate such information to pupils;
- Guidance is provided on the choice of appropriate teaching and learning methods to meet the needs and learning requirements of different pupils;
- Classroom organisation is appropriate for the lesson content and teaching style in use, with well organised resources that promote and enhance learning
- Provision of a stimulating learning environment, in which displays are relevant, well maintained and an aid to learning
- Effective development of pupil's core literacy, numeracy and information technology skills
- Effective development of pupils individual and collaborative study skills necessary for them to become increasing independent when out of school.

Assessment and Evaluation

- Ensure that information about pupil's achievements in previous classes and schools is used effectively to secure good progress.
- Ensure data is analysed on a termly basis for your curriculum area and communicated with Headteacher.
- To quality assure the subject area across all pathways and implement targeted support where necessary, with the support of the Headteacher.
- Using the school's Quality Assurance Framework, support deep dives across the subject and carry out action plans where necessary.

Pupil Achievement

- Ensure data is being used effectively to identify pupils who are underachieving and, where necessary, create and implement effective plans of action to support those pupils.
- To celebrate all learners and progress across the curriculum area.

Managing Resources

- Establish resource needs and advise the Headteacher of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and achieve value for money.
- Ensure the effective and efficient management and organisation of learning resources, including information and communications technology.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.

Team Working and Collaboration

The post holder will:

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Efficiently communicate with the Deputy Headteacher and SLT with regards to subject specific area.
- Support and Challenge staff across school in development of the school vision, specifically in accordance to the subject area.
- To be able to discuss the intent, implementation and impact of the curriculum across the school community to stakeholders or Ofsted inspectors where necessary.

Other Duties and Responsibilities

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.