

## **Adult Education**

<b>Job Title</b>	<i>SEN Teacher @ Syon Manor College Isleworth Campus</i>
<b>'Responsible to</b>	<i>Principal</i>
<b>Key Internal Contacts</b>	<i>Other staff within the education team Staff in other departments within the Centre Staff in other Centres in the Region Regional Office Staff</i>
<b>Key External Contacts</b>	<i>Student relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services – Statutory, Voluntary and Community Neighbours</i>

### **JOB PURPOSE**

To provide a high quality education service for our students in accordance with Company policies, procedures and practices and the standards set by the Regulatory Body

### **KEY TASK AREAS & RESPONSIBILITIES**

- To plan, deliver and teach individual students or small groups, in accordance with the College's Curriculum framework and related policies
- To monitor, record and report on student progress
- To contribute to and help implement developments that relate to the College Improvement 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 Headteacher
- 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 situation appropriate for students
- Adequately plan to ensure the safety of students, in line with risk assessments, while both on and off site



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- To ensure Pastoral Support Workers/Tutors/Instructors and care staff (where necessary) are well briefed and able to produce appropriate and effective resources/teaching aids
- Work with and manage challenging behaviour, enabling students to develop from needing external control, to developing self control
- To play a full part as a member of the College's multi-professional team, ensuring effective working relationships with colleagues
- 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 College 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



Outcomes  
First Group

## Job Description SEN Teacher

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- 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**



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### PERSON SPECIFICATION

Experience	Essential	Desirable
Experience of work with autistic spectrum disorders and/or challenging behaviour		
Experience of work within a Key Stage 5 or Post 16 education setting		
Experience of planning, delivering and teaching lessons		
Skills		
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 coordinate effectively		
Qualifications & 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 and access to a car		