

The Wenlock School

JOB DESCRIPTION: SEN teacher

Reports To: Appropriate line manager / SLT

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.

Purpose of Job: To teach a range of National Curriculum subjects across Key Stage Three.

Person Specification

- Experience: Proven experience working with children with SEND, specifically managing emotional and behavioural difficulties.
- Knowledge: Deep understanding of how to adapt SMSC and British Values for pupils with varying cognitive levels.
- Skills: Exceptional interpersonal and communication skills to build rapport with vulnerable pupils and their families.
- Qualities: A calm, caring nature with high expectations for the personal growth of every child.

Core Responsibilities

- **Individualised Learning:** Develop and implement individual learning plans and be able to implement key areas from the Education, Health and Care Plans (EHCPs) to address each student's specific academic, social, and emotional needs.
- **Curriculum Adaptation:** Design and deliver lessons which are adapted to suit the needs of the pupils across a wide range of subjects within the National Curriculum, using visual aids, sensory tools, and assistive technology to make learning accessible.
- **Behaviour Management:** Be familiar with a trauma informed approach and specialized strategies to manage challenging or unpredictable behaviour constructively.
- **Collaboration:** Work closely with a transdisciplinary team, including teaching assistants, speech and language therapists, occupational therapists, and educational psychologists.
- **Assessment & Reporting:** Regularly track and record pupil progress, preparing detailed reports for annual reviews and maintaining communication with parents and carers.

Curriculum & Provision:

- Collaborate with other teachers to identify key opportunities within Wenlock's highly personalised SEN curriculum so that each child has the right education for them.
- To plan, deliver and teach small class sizes, or individual pupils, in accordance with the School'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 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 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
- To ensure Learning Support Assistants and Teaching Assistants 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 School'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 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

- 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.

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.

EXPERIENCE	ESSENTIAL	DESIRABLE
<i>EXPERIENCE OF WORK WITH SPECIAL EDUCATIONAL NEEDS AND/OR CHALLENGING BEHAVIOUR</i>	✓	
<i>EXPERIENCE OF WORK WITHIN AN EDUCATION SETTING ACROSS KEY STAGE TWO THROUGH TO KEY STAGE THREE</i>	✓	
<i>EXPERIENCE OF TEACHING SUBJECTS, SUCH AS PSHE, RE, COMPUTING, MATHS</i>		✓
<i>EXPERIENCE OF PLANNING, DELIVERING AND TEACHING LESSONS</i>	✓	
SKILLS		
<i>ABILITY TO WORK INDEPENDENTLY AND AS PART OF A TEAM</i>	✓	
<i>EFFECTIVE COMMUNICATION SKILLS, VERBAL AND WRITTEN</i>	✓	
<i>ABILITY TO RECORD INFORMATION ACCURATELY</i>	✓	
<i>GOOD ORGANISATIONAL SKILLS</i>	✓	
<i>ABILITY TO DEAL WITH COMPLEX AND CHALLENGING BEHAVIOUR</i>	✓	
<i>ABILITY TO DEMONSTRATE EMPATHY</i>	✓	
<i>GOOD IT SKILLS</i>	✓	
<i>ABILITY TO TAILOR TEACHING AND LEARNING TO THE NEEDS OF INDIVIDUAL STUDENTS</i>	✓	
<i>ABILITY TO LEAD AND COORDINATE EFFECTIVELY</i>	✓	
QUALIFICATIONS & TRAINING		
<i>RELEVANT TEACHING QUALIFICATION</i>	✓	
<i>WILLINGNESS TO WORK TOWARDS FURTHER QUALIFICATIONS AS REQUIRED</i>	✓	
<i>UNDERTAKE RELEVANT GROUP INDUCTION TRAINING ON COMMENCEMENT</i>	✓	
OTHER		
<i>COMMITMENT TO THE VALUES OF THE ORGANISATION</i>	✓	
<i>DRIVING LICENCE AND ACCESS TO A CAR</i>		✓