

<b>Job Title</b>	<i>SEN Teacher</i>
<b>Responsible to</b>	<i>Headteacher</i>
<b>Key Internal Contacts</b>	<i>Other staff within the education team</i> <i>Staff in other departments within the Centre</i> <i>Staff in other Centres in the Region</i> <i>Regional Office Staff</i>
<b>Key External Contacts</b>	<i>Student relatives, advocates and others</i> <i>Placing Authorities and Service Providers</i> <i>Registration, Regulatory and Inspection bodies</i> <i>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

## **JOB DISCRIPTION**

The SEN Teacher is responsible for delivering a high-quality, personalised education service that meets the diverse needs of pupils with Special Educational Needs. The post holder will plan and deliver engaging, well-resourced, fun and multi-sensory learning experiences that motivate pupils and support their communication, emotional regulation, and overall development.

The role involves working closely with a multidisciplinary team, including clinical professionals, to embed therapeutic strategies and ensure a consistent, holistic approach to each pupil's Education, Health and Care Plan (EHCP). The SEN Teacher will create a structured, low-arousal learning environment, lead and manage a team of Teaching Assistants, and ensure that all teaching, assessment, and care practices align with company policies and regulatory standards.

The successful candidate will play a key role in promoting pupils' independence, wellbeing, and progress, while maintaining strong partnerships with families, external agencies, and colleagues across the organisation.

## **KEY TASK AREAS & RESPONSIBILITIES**

- To plan, deliver and teach individual students, small groups or small classes, in accordance



with the School's Curriculum framework and related policies

- Plan and deliver high-quality, multi-sensory learning experiences tailored to the individual needs of pupils
- Embed evidence-based strategies that support pupils' communication, emotional regulation, and engagement across all lessons.
- To monitor, record and report on student progress across subjects and towards EHCP
- Create and maintain a structured, low-arousal classroom environment, informed by current research, incorporating visual supports, clear routines, and appropriate sensory adaptations.
- Use a range of augmentative and alternative communication (AAC) strategies and tools to promote pupil voice and independence.
- To promote, in line with Company policies, the physical, educational and moral development of the students
- 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 support plans and other relevant individual plans in conjunction with other staff
- Plan, deliver, and review pupils' Education, Health and Care Plans (EHCPs) and Individual Education Plans (IEPs), ensuring outcomes are targeted, measurable, actively taught in class and regularly evaluated.
- Work collaboratively with the clinical and multidisciplinary team (e.g. Speech and Language Therapists, Occupational Therapists, Educational Psychologists) to embed recommended strategies and interventions into daily classroom practice.
- Consistently implement and adapt therapeutic approaches, strategies, and tools to support pupils' communication, sensory regulation, and learning.
- Adequately plan to ensure the safety of students, in line with risk assessments, while both on and off site
- Support pupils with personal and intimate care needs, ensuring dignity, safety, and adherence to safeguarding and care policies
- Lead, manage, and deploy a class team of Teaching Assistants, providing clear direction, modelling best practice, and ensuring consistency in approach.
- To contribute to and help implement developments that relate to the School Development Plan
- 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



Outcomes  
First Group

## Job Description SEN Teacher Children Education

- 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 staff to ensure a consistent approach and to provide a daily link between School and Home
- 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
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- 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**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of work with autistic spectrum disorders and/or challenging behaviour		X
Qualified Teacher with experience in Primary or Early Years Foundation Stage (EYFS) settings.	X	
Proven experience working with pupils with Special Educational Needs (SEN), particularly those with complex communication and/or sensory needs.		X
Experience of delivering multi-sensory or play-based learning approaches within a structured environment.	X	
<b>Skills</b>		
Ability to work independently and as part of a team	X	
Working as part of, or leading, a <b>classroom team</b> , including effective deployment of Teaching Assistants.	X	
Effective communication skills, verbal and written	X	
Ability to record information accurately	X	
Good organisational skills	X	
Ability to deal with complex and challenging behaviour	X	
Ability to demonstrate empathy	X	
Good IT skills	X	
Ability to tailor teaching and learning to the needs of individual students	X	
Ability to lead and coordinate effectively	X	
<b>Qualifications &amp; Training</b>		
Relevant Teaching Qualification	X	
Willingness to work towards further qualifications as required	X	
Undertake relevant group induction training on commencement	X	
<b>Other</b>		
Commitment to the values of the Organisation	X	
Driving licence and access to a car		X