



Priory School (Foundation)

Job Description: SEND Teacher

Responsible to: Resource Lead

Main purpose of the job:

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- To comply with the current DfE Teachers' Standards
- To plan, implement and deliver an appropriate and differentiated curriculum for all pupils in their class
- To contribute to raising standards of pupil attainment
- To promote the progress and well-being of every child in the class assigned to them
- Support the school in ensuring that it fully meets the requirements of the SEND Code of Practice.

Responsibilities:

- To teach a small group of SEND pupils with a wide range of learning differences
- To provide a quality of teaching and learning provision so that all pupils make progress in line with the targets and recommendations set out in their EHCPs.
- To work closely with other SEND teachers, Resource Lead and SENCOs to ensure overall development
- To contribute actively to provision mapping and annual reviews
- To supervise, plan and guide, as appropriate, the work of classroom support staff
- To take account of pupils' prior attainment, learning styles and needs and use them to set appropriately challenging targets and learning activities
- To keep high quality records to promote tracking and monitoring of pupil progress using teacher assessment records.
- To mark, assess and report on pupils' work in line with school policy, providing constructive oral and written feedback with clear targets and guidance for future improvement
- To be the first point of contact for parents to update them on their child's day, learning and achievements

Other Professional Requirements:

- Be a role model for the ethos and core values of the school while teaching pupils
- Assist in the development of appropriate syllabuses, resources, schemes of work, policies and teaching strategies within the school
- Implement and follow school policies and procedures as approved by the Governors and SLT
- Take joint responsibility with all other staff for the pastoral care and behaviour management of all pupils and maintain good order and discipline in the classroom
- Contribute to the reporting arrangements to parents
- Contribute to out of school activities, e.g. parents' consultation, open evenings, school trips etc as may be reasonably required.
- Ensure the maintenance of a structured and stimulating environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development
- Take part in appropriate staff development in line with the school improvement plan.
- Take part in extra-curricular activities in support of the school community, e.g. plans, concerts, entertainment, sports fixtures ext.
- To have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager

Safeguarding Children:

Priory School takes the safeguarding of all children very seriously and provides regular training to all staff to ensure that safeguarding matters remain a priority. We follow all safeguarding and safer recruitment legislation, and all staff will be expected to read, understand, and follow the Keeping Children Safe in Education annually and when new updates are published.

You are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

Compliance:

- During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
- During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
- The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures
- No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.