



## **JOB DESCRIPTION**

<b>Job Title:</b>	College SEN Teacher
<b>Responsible To:</b>	College Principal
<b>Grade:</b>	Main scale / Upper Scale + SEN1

### **Main Purpose:**

- To carry out the professional duties of a teacher of SEN for the education and welfare of students in accordance with the requirements of the 'Conditions of Employment of College Teachers'.
- To uphold the College's aims, objectives and core values, and follow all agreed and established College policies.
- To share in the corporate responsibility for the wellbeing and support of all students in the classroom, within the College, and when engaged in the local community or elsewhere.

### **Planning, Teaching and Class Management:**

- To teach students with special educational needs, including SLD and ASD, planning effective and engaging lessons that allow students to maximise their progress.
- Create a stimulating learning environment in which all students realise their full potential.
- Plan and structure lessons effectively, ensuring coverage of the College curriculum.
- Set clear targets for student that build on prior attainment, linked to EHCP outcomes.
- Create a range of personalized communication strategies and resources which meet the needs of individual students.
- Encouraging students to assess their own learning and progress.
- Support students in developing self-regulation strategies, independence and life skills.
- Demonstrate a variety of teaching methods and strategies.
- Implement training and CPD effectively.
- Be flexible and confident in adopting new methods of teaching.
- Use ICT effectively to support learning and develop students' skills and independence.
- Ensure the effective and efficient deployment and management of support staff.
- Carry out positive behavior management with personalized support strategies for individual students.
- Safeguard every student's health and safety, both on the College premises and when they are engaged in authorised activities elsewhere and completing relevant risk assessments.

### **Monitoring, Assessment, Recording & Reporting:**

- Creating and updating student Independent Learning Plans (ILPs), Behaviour Support Plans (BSPs) and individual risk assessments, including target setting linked to Education, Health and Care Plans.
- Assess, evaluate and record student progress and achievement through RARPA.
- Participate in arrangements for preparing students for external assessment and accreditations, including marking and recording coursework.
- Provide SLT and other staff with analysis of whole class and individual progress.
- Attend and present students work to parents/carers at parent's evenings.

**Whole College Responsibilities:**

- Ensure good practice with regard to punctuality, respect for colleagues and conduct in accordance with College policies and procedures.
- Take a lead to ensure the implementation of the overall ethos and aims of the College.
- Participate in any arrangements for further training and professional development.
- Participate in briefings, meetings and training sessions.
- Consult with parents and other persons or agencies outside the College as required.
- Carry out any additional tasks or responsibilities as are reasonably compatible with this job description and its objectives.

**Equal Opportunities:**

- Implement the College's Equal Opportunities Policy, actively working to overcome discrimination on the grounds of race, gender, disability, sexuality, or status.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

**Safeguarding**

You must remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Designated Safeguarding Lead (College Principal) any incident of this nature you witness, hear about or suspect.

**Health and Safety**

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures, and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the College community.

**Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

**Teacher of SEN: Person Specification**

<b>Experience</b>	<ul style="list-style-type: none"><li>• The ability to implement clear, consistent and effective approaches to learning.</li><li>• Demonstrate relevant teaching experience in a mainstream, alternative provision or special College setting</li><li>• Secure knowledge of the characteristics of effective teaching, learning and assessment.</li><li>• A proven track record in improving results and ensuring students make ambitious levels of progress.</li><li>• An excellent understanding of student assessment and target setting for individual student improvement and how that analysis contributes to high standards.</li><li>• The ability to lead, motivate and inspire students, support staff and to forge positive relationships with all college stakeholders.</li><li>• The ability to coordinate and support the work of others.</li></ul>
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	<ul style="list-style-type: none"> <li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Experience of and commitment to implementing equal opportunities for all.</li> <li>• Evidence of appropriate continued personal and professional development.</li> </ul>
<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• A good degree from a recognised university either in the UK or overseas.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• A PGCE or equivalent teaching qualification</li> <li>• Recognised qualification in SEN</li> </ul>
<b>Personal Qualities &amp; Skills</b>	<ul style="list-style-type: none"> <li>• The ability to show initiative within the framework of a strong and supportive team.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• A sense of humour, positive demeanour, and enthusiasm for teaching.</li> <li>• Ability to help develop and to support a vision of high-quality education based on the moral integrity of the College's core values.</li> <li>• Ability to analyse information and use sound judgement in complex situations.</li> <li>• Strong written English and maths.</li> <li>• Effective use of ICT to word process, navigate the internet, access email and relevant websites, and use SEN software (e.g., Communicate in Print 3).</li> <li>• Effective use of IT hardware/technology such as photocopiers, whiteboards and tablets.</li> <li>• Ability to enthuse and inspire students, encouraging them to become good citizens.</li> <li>• Ability to plan and organise time effectively, work under pressure and meet deadlines.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with students and colleagues.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li> </ul>

I acknowledge the role and responsibilities set out in this job description and person specification for the Teacher of SEN post.

**Line manager's signature:** \_\_\_\_\_

**Line manager's name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Postholder's name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

