



The Westminster School

Job Description

Teacher of SEN Pupils

Salary: MPR - UPR + 1 SEN

The post holder is immediately responsible to:

Assistant Head Teacher

This Job Description will be subject to review during the next 3 years.

1 General Professional Duties and Responsibilities

- To carry out under the reasonable direction of the Head Teacher the professional duties of a teacher which are set out in the current 'School Teachers' Pay and Conditions Document' (DfE).
- To continue to meet the required standards for Qualified Teacher Status.
- To know and carry out all School policies and procedures.
- It is the responsibility of each employee to carry out their duties in line with Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards.
- Use and development of ICT as required.
- Such other duties as may be appropriate to achieve the objectives of the post to assist The Westminster School in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.
- All staff within The Westminster School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Children and Young People's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trades unions.
- "The Westminster School is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment."

2 Particular General Teaching Responsibilities

2a Knowledge and Understanding

- Have a detailed knowledge of the appropriate National Curriculum and current assessment across all Key Stages.
- Know and can teach the relevant KS3/KS4 examination syllabuses, including vocational courses.
- Understand progression through Key Stage Programmes of Study.
- Know and can teach the development of key skills in the appropriate subject(s).
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development.
- Select, and make good use of, ICT skills for subject and management support.
- Be familiar with the School's current systems and structures as outlined in policy documents including the Health and Safety and Safeguarding/ Child Protection Policies.
- Know and understand how national, local and school comparative data can be used to set clear targets for pupils' achievement and to raise standards.

2b Planning, Teaching and Classroom Management

- Identify clear teaching objectives and content to deliver the National Curriculum, and appropriate courses with regard to the School's aims, policies and schemes of work.
- Set tasks for the class, group and individuals, including homework, which are both appropriate and challenging in order to ensure high levels of pupil interest.
- Set appropriate and demanding expectations for pupils' learning, motivation and presentation of work.
- Identify pupils who have additional special educational needs, are gifted and talented or who are not yet fluent in English, and know where to get help in order to give positive and targeted support.
- Provide clear structures for lessons, and for sequences of lessons, in the short, medium and long term, which maintain pace, motivation and challenge for pupils.
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons.
- Monitor and intervene when teaching to ensure sound learning and discipline, maintaining a safe environment in which pupils feel confident.
- Use a variety of teaching and learning styles to keep all pupils engaged and on-task.
- Be familiar with the Code of Practice for SEN., implement and keep records on Individual Education Plans (IEPs), Individual Learning Plans (ILPs) and, where appropriate, Pastoral Support Plans (PSPs)/Behaviour Plans.
- To work effectively with Learning Support Practitioners/Assistants.
- Critically evaluate own teaching and use this to improve professional effectiveness.

2c Monitoring, Assessment, Recording, Reporting and Accountability

- Assess and record each pupil's progress systematically with reference to the School's policy and practice, and use the results to inform planning.
- Mark and monitor classwork and homework, providing constructive feedback and setting targets for future progress.

- Understand and know how to use different kinds of assessment appropriately for different purposes, including those for Statutory Testing and examination courses.
- Provide reports on individual progress to the Head Teacher and parents/guardians/carers as required.

2d Other Professional Requirements

- Understand professional responsibilities, having a working knowledge and understanding of current legislation.
- Undertake rota duties and lead assemblies as required.
- Set appropriate cover work in the event of a known absence.
- Establish positive working relationships with colleagues, Governors, parents/carers, LA, outside agencies and the community where appropriate.
- Set a good example through own presentation, personal and professional conduct.
- Undertake, if required, the duties of a Form Tutor as follows:
 1. To carry out the general pastoral welfare of the Form according to School policy, including:
 - Oversight of discipline, behaviour and conduct;
 - Maintaining the Behaviour Recovery Policy and Procedures;
 - Maintaining high standards regarding uniform.
 2. To carry out registration procedures and be vigilant regarding pupil absence.
 3. To ensure that pupil reports are completed at the appropriate time, according to School policy.
 4. To ensure that the classroom environment is stimulating and aesthetically appealing.
 5. To take part in activity days where appropriate.
- Contribute to the corporate life of the School through meetings, assemblies, shared projects and School functions.
- Be aware of the need to take responsibility for own professional development, and to keep up-to-date with relevant research and developments in pedagogy, especially SEN.
- To undertake any duties and responsibilities commensurate with the post, as designated by the Head Teacher.

Note

This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Head Teacher and post holder.

Issued after consultation

Issued by: _____
(Head Teacher)

Received by: _____
(Post Holder)

Date received: _____

Once cope of the job description should be retained by the Head Teacher and one copy given to the post holder.