



JOB DESCRIPTION

General SEND Teacher

ALT BRIDGE SCHOOL

Job Description for a General Teacher

All teachers are subject to the conditions of employment set out annually in the Schoolteachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for directed time and guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.

Main Purpose

To provide excellent and effective teaching and learning for secondary and post-16 learners with SEND across a range of academic and vocational programmes, raising standards and improving student achievement. Ensuring programmes of learning are delivered that enables the highest levels of personalised outcomes for pupils with a variety of complex needs.

Teaching and Learning

The post holder will be responsible for:

- Maintaining excellent teaching and learning practices within the classroom and keeping abreast of current developments within the education and specialist education sectors.
- Delivering high quality lessons according to the selected courses available within our post-16 provision.
- Ensuring, through planning, the effective progression of knowledge acquisition and skills building.
- Ensuring equal access to the curriculum for all students through effective scaffolding, differentiation, deployment of resources and intervention as appropriate.
- Managing behaviour for learning and responding to student conduct in accordance with the school policies and procedures, ensuring that approaches are consistently applied and are appropriate for the individual needs of our students.
- Working collaboratively with colleagues and the inclusion and engagement leader to ensure the positive engagement of all students.

- Maintaining a calm and orderly learning environment for students.
- Undertaking the assessment of pupils as required by external examination bodies and school procedures ensuring deadlines are met.
- Providing high quality feedback and marking to students which is accessible to all and leads onto rich dialogue which is focused on the learning experience.
- Engaging in regular formative and summative assessments of pupil progress and attainment.
- Providing pupil progress data regularly and upload as required to the designated Management Information Systems for data tracking.
- Engage in pupil progress review meetings, working collaboratively with colleagues to identify actions to take when concerns arise.
- Responding proactively and reflectively to constructive feedback from leaders following on from monitoring cycles.
- Engaging in collaborative coaching as part of the whole-school drive to continually develop teaching and learning practices.
- Work in collaboration with careers lead to support students to secure positive next steps (employment or further training).
- Work in collaboration with careers lead to secure and oversee meaningful work placements in line with students' aspirations.
- To provide high quality extracurricular and enrichment experiences.
- To facilitate and support students with meaningful learning opportunities in the community to raise their life opportunities.
- To plan for and deliver personalised learning opportunities in line with individual student outcomes, with regular review.

Curriculum

The post holder will be responsible for:

- Delivering the curriculum according to the selected schemes of work for the subject they teach.
- The development and organisation of the curricular areas to which they contribute or coordinate.

- Implementing adjustments and improvement to the curriculum where required.
- Development in liaison with other staff of the curriculum, resources, schemes of work, marking policies, assessment and teaching strategies.
- Supporting the application and development of IT as both a tool for subject delivery and to enhance the accessibility and engagement of learners.
- Working with colleagues to establish aims and objectives for the curricular areas which are relevant to the needs of the pupils and the aims for the school.
- Ordering and control of materials and equipment for curricular areas.
- Participation in the monitoring, evaluation and review of curricular areas in line with the agreed school procedures, including evaluation against quality standards and performance criteria.
- Ensuring that risk assessments are undertaken for activities on-site which require specific health and safety measures.
- Ensuring that appropriate risk assessments for off-site visits are undertaken in collaboration with the Educational Visits Coordinator.

Pastoral System

The post holder will be responsible for:

- Operating as a form teacher as required, providing key pastoral support to students with SEND.
- Actively promoting the building of self-esteem and directly teach self-regulation strategies to students using the school's selected programme.
- Monitoring the attendance of students, liaising with the SLT and school attendance officer, and ensuring action is taken when concerns arise.
- Implementing the schools Behaviour for learning Policy.
- Maintaining pastoral records for students via CPOMS, alerting key staff where required.
- Developing and maintaining positive relationships with parents/carers to ensure pupil needs are met and positive outcomes can be reached.

- Engaging with the school's positive reward system and record details of pupil progress.
- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging pupils to follow this example and demonstrate the school's core values.
- Delivering engaging assemblies for students across the age range.
- Where necessary, adding information to referrals for outside agency support for students with specific needs i.e. speech and language referrals, Occupational Therapy referrals etc.
- Maintaining one-page profiles for students, ensuring they are reviewed at least termly and shared with key staff and parents/carers.
- Chairing EHCP reviews for students which reflect the school's commitment to person-centred practice and co-production. Ensure Close liaison with SLT during this process and utilise the administrative support of the EHCP clerk.
- Providing information in a timely manner when required to assist Designated Safeguarding Leads in preparing safeguarding reports on students.

Leading and Managing Staff

The post-holder will be responsible for:

- Planning for and directing Teaching Assistants with regards to how they can support the teacher, students and curriculum within the classroom.
- Effective liaison with support staff enabling targeted pupil support where necessary.
- Providing induction and mentoring for new staff when appropriate.
- Ensuring key teaching and learning materials relevant to their subject are available and accessible via the teacher shared drive.
- Supporting supply teachers when necessary.
- Directing Teaching Assistants in the preparation of resources and display.
- Monitoring the training and support needs of staff in conjunction with the SLT.

Quality Assurance & Accountability

The post-holder will be responsible for:

- Adhering to the schools quality procedures and where necessary assist in implementing additional systems.
- Contributing to the monitoring of teaching and learning.
- Contributing to the reviews of methods of delivery and schemes of work for the subject they deliver.
- Ensuring that the delivery of the curriculum aligns to the schools policies, ethos statement and curriculum intent.
- Ensuring all data regarding pupil progress is available when necessary including for annual reviews.
- Engagement in performance review cycle as detailed in school procedures.
- Contributing relevant information to the whole school Self-Evaluation process as required.

Other Duties

The post-holder will be responsible for:-

- Maintaining the distinctive ethos of the school and play a full part in all aspects of the school community.
- Maintaining a high attendance and punctuality record.
- Participating in making arrangements for off-site educational visits.
- Ensuring that the equality act 2010 is adhered to, along with the school's own equalities policy.
- Ensuring any aspect of their work complies with the Schools Health & Safety procedures and the H&S at Work Act 1974.
- Ensuring when working with computerised systems that the Data Protection Act 2018 is adhered to.
- Ensuring their professional knowledge in all aspects of teaching and learning and safeguarding is up-to-date.

- Undertaking any other duty which the Head deems appropriate or necessary that are commensurate with the post.
- Undertaking any other duty as specified by STPCD not mentioned above.

Date issued:

Line Managers Signature:

Employees Signature: