

School:	Wardley C.E Primary School
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Job details

Job title:	Teacher and SENDCO
Grade:	MPS/UPS plus TLR2b (pro rata)
Location of work:	Wardley C.E Primary School
Directly responsible to:	The Headteacher
Directly responsible for:	
Hours of duty:	19.5 hours per week
Primary purpose of the job:	To provide an effective education for children by teaching within the framework provided by the Governing Body and the Local Education Authority and with regard to all statutory requirements. This service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Post ref no:	

Main duties and responsibilities/accountabilities

<ul style="list-style-type: none"> • To fulfil the Conditions of Employment for School Teachers as laid down in the Pay and Conditions Act 1991 and subsequent amendments. • To provide a well-managed, stimulating and effective learning environment for children. • To prepare curriculum plans and programmes of work which are appropriate to the needs, experience and knowledge of pupils. • To deliver each pupil's entitlement to a broad and balanced curriculum. • To work towards continuity in planning, evaluations and records, especially at times of transition. • To contribute to whole school curriculum development and to reflect such initiatives in classroom planning and practice. • To participate in professional development initiatives established by the school and by the Authority. • To develop and maintain relationships with parents as partners in their children's learning. • To work co-operatively within the staff team.

Teaching and Learning Responsibilities

- Analyse and interpret relevant national, local and school's data plus research and inspection evidence to inform the SEN policy, practices, expectations, targets and teaching methods;
- Enable staff to raise standards of individual pupil achievement and ensure that good attainment is maintained by providing a model of high-quality teaching and examples of best practice in meeting the needs of pupils with SEN;
- Annually revise and update the School's local offer.
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with special educational needs;
- Facilitate training opportunities for learning support assistants and other teachers to learn about special educational needs;
- Disseminate good practice in special educational needs across the School;
- Support staff in identifying and adopting the most effective teaching approaches for those pupils with special educational needs
- Monitor the effectiveness of appropriate learning and teaching activities to meet the needs of pupils with special educational needs;
- Provide regular information to the Head teacher, SLT and Governing Body on the evaluation of the effectiveness of provision for pupils with SEN, to inform decision making and policy review.
- Advise, contribute to and where appropriate co-ordinate the professional development of staff to increase their effectiveness in responding to pupils with SEN.
- Ensure that systems are in place to parents are well informed about the curriculum, targets, individual pupils' progress and achievement;
- Develop and maintain effective partnerships between parents and the school's staff so as to promote pupils' learning and effective communication; provide information to parents and visitors about the work of the school in supporting achievement for all;
- Liaise effectively with outside agencies and the local community
- Establish staff and resource requirements to meet the needs of pupils with SEN, advise the head teacher, SLT and Governing Body of likely priorities of expenditure and allocate resources made available with maximum efficiency to meet the objectives of the school and SEN policies to maximise pupils' achievements and to ensure value for money.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of resources inside and outside the school.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Date job description prepared/revised: Paula Statham

Prepared/revised by: Helen Kelly

Agreed job description signed by holder: