

## **SEND TEACHER DESCRIPTION OF PROFESSIONAL DUTIES**

### **Purpose:**

To provide effective education for pupils through being a Class Teacher and Curriculum Leader.

All teachers are subject to the conditions of employment set out in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with the requirements for management time, working time, guaranteed planning and preparation time.

### **General Duties:**

- To be responsible for the education and welfare of the pupils in your class, in accordance with the current School Teachers' Pay and Conditions Document, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the school or its Governing Body.
- To share in the corporate responsibility for the well-being, care and behavioural support of all pupils.
- To take a specific lead in an aspect of the school curriculum and co-ordinate this throughout the school as part of a Faculty.
- To contribute towards areas of development within the school, under the guidance of the Headteacher, depending upon stage of career.
- To conduct the appraisal of the performance of teaching assistants within your class, in line with the Appraisal of Support Staff policy, paying due regard to the level, experience and career progression of the individual members of staff.
- To be aware of all medical conditions and needs of pupils, including the administration of medication, and to seek the advice of the school nurse/Headteacher/Deputy Headteacher should the pupil's condition give rise for concern.
- To be vigilant in the detection and reporting of any signs of child abuse, neglect and safeguarding issues, including low-level concerns, and to be constantly alert for pupils who may be at risk.
- Uphold the name and reputation of the school by adhering to the Staff Code of Conduct and Guidance for Safer Working Practice.
- To be familiar with the school's policies, procedures and guidelines and to adhere to them at all times.
- To be fully aware of Health & Safety and evacuation procedures.

### ***Additionally, STPCD requires all teachers to be involved in:***

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Taking any such part as maybe required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

- Co-ordinating and managing the work of other staff
- Evaluating own performance against 'The Professional Standards for Teachers'.

### **Specific Responsibilities**

#### **Pupils / Parents / Community:**

- To ensure that the learning needs of all pupils are met effectively.
- To be responsible for the preparation, planning, teaching and reviewing of educational programmes for individuals and groups within your class which includes devising, writing and monitoring all paperwork connected to the SEND of each pupil in your class including but is not limited to:
  - a) - Education, Health and Care Plan and Annual Review
  - b) - Personalised Learning Plan (PLP)
  - c) - Personalised Learning Objectives (PLO's)
  - d) - Positive Behaviour Support Plan (PBS plan)
  - e) - Pupil Assessment Profile (PAP)
  - f) - Feeding Guidelines
  - g) - Learning Maps
  - h) - Termly and Annual Reports to parents and carers
- To be responsible for the recording, reporting and assessing of the work of pupils within your class.
- To effectively manage and co-ordinate the work of any Learning Assistants assigned to your class to maximise the effectiveness of the support and provision under the overall instruction and guidance of the Headteacher.
- To work closely with any Learning Assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.
- To be aware of and utilise, in a dynamic fashion, the Positive Environmental Checklist to ensure the best possible learning environment for pupils.
- Ensuring all communication within your classroom follows the Total Communication ethos of the school taking into account the pupil's key word understanding and preferred mode of communication.
- Ensuring that all pupils have the correct equipment and that resources meet the needs of the pupils collectively and individually.
- To organise your classroom to best meet the needs of the pupils within the group and ensure the room is a stimulating learning environment.
- To liaise with other professionals and form good relationships with parents as appropriate to the individual needs of the pupils in your class and to establish effective home school communication through the use of Class Dojo and phone calls, as appropriate.
- To work collaboratively with parents and carers to enable pupils to generalise skills between home and school via Home Learning
- To manage any budget and / or resources assigned to your class.
- To support inclusion and access to mainstream peers as appropriate.

- To ensure that there are effective whole-class behaviour support strategies within the learning environment that enable pupils to thrive in a safe, supportive and ambitious manner and that serve to maximise independence.
- To participate in meetings at school, which relate to the curriculum, the SEND needs of the pupils or the administration or organisation of the school, including pastoral arrangements.
- To work with the SENCO/SLT to review each pupil's progress and development and decide on any changes to provision

**Curriculum – as a Curriculum Leader:**

- To be the curriculum leader for a subject/specialism throughout the school and maintain an overview of teaching, standards and ongoing improvement in the subject as part of a Faculty.
- To advise and liaise with staff on the effective delivery of your curriculum area throughout School, taking account of school, Authority and National policies.
- To develop your curriculum areas throughout school and monitor the relevant recording and assessment procedures.
- To develop an up-to-date knowledge of your curriculum area through attending relevant courses, personal reading, webinars and discussion with other professionals.
- To manage any budget or resources assigned to your curriculum area.
- To disseminate information relating to your curriculum area to other staff in school through formal and informal meetings/training and written documents.
- To keep the Headteacher and Deputy Headteacher with responsibility for curriculum fully informed of your work within your curriculum area.

**General:**

- To undertake such other duties and responsibilities as may from time to time be required of a similar character and reflected within the job purpose for the post.

**Responsible to:**

Governors, Headteacher and Local Authority.

Employee Signed: .....

Date: .....