

Job Description:	SEN Unit Teacher
Pay Scale:	Outer London MPS/UPS as stated in the Teacher Pay and Conditions Document
Responsible to:	Headteacher and the Board of Trustees



Main purpose

- To fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document 2012
- To meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- To provide, co-ordinate and deliver a broad and balanced curriculum and to organise the classroom, its resources and displays to create a stimulating learning environment.
- To provide detailed written records of the pupils learning objectives and their progress through the use of the profiling system, IEPs and Annual Reviews.
- To direct and co-ordinate Teaching Assistants and any student or volunteer assigned to the class for whom responsibility has been allocated.
- Adapt teaching to respond to the strengths and needs of all pupils.
- Promote good progress and outcomes by pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Make effective use of ICT to enhance learning and teaching

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure positive outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- To ensure that duties are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- To take all reasonable steps to maintain good order among pupils, safeguarding their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
- Ensure they familiarise themselves with the risk assessments and Individual Behaviour Plans (IBP's) for all the pupils they work with. Staff must ensure they follow the safe systems of working outlined in the Risk Assessment and IBP.

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- To develop good communications with parents/carers via appropriate means including Home/school books, the telephone, Dictaphones etc.
- To participate in appropriate meetings with colleagues, parents/carers and other professionals.
- To deal with other returns and requests for information about pupils in the class as required.

Working with colleagues and other relevant professionals

- To be a full member of the team and to undertake responsibilities, as agreed with the Headteacher and Assistant Headteacher for Inclusion.
- Develop effective professional relationships with colleagues.
- To work in conjunction with other professionals from the Health Service to ensure that pupils medical and physical needs are met appropriately.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality (code of conduct)
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities