

**Job Description**

<b>Job Title:</b>	<b>SEN Graduate</b>
<b>Location:</b>	<b>Greensward Academy</b>
<b>Hours of work:</b>	<b>37</b>
<b>Reports to:</b>	<b>TBC</b>

**Purpose of the Role:**

- To implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for SEN students either one to one or in small groups.
- To support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment
- To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.

**Responsibilities:**

- Work under the direction of the AVP Inclusion to devise and provide appropriate support for students to facilitate an optimal learning experience
- Work as a member of a designated team, supporting departments and building professional relationships across the academy
- Take part in CPD activities in relevant areas including subject knowledge and teaching methods applied within the academy
- Utilise the management information system effectively to maintain appropriate records and assist with tracking students' progress to inform teaching and learning
- Communicate appropriately and effectively with parents and other external agencies
- To take part in marketing and liaison activities such as Open Evenings and Parents' Evenings and play a full part in the life of the Academy, supporting its mission and ethos

**Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.



2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

## Person Specification

**Job Title: SEN Graduate**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>A good honours degree</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>The ability to engage, enthuse and motivate students.</li> <li>The ability to deliver dynamic and exciting lessons.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Forward and strategic planning		<ul style="list-style-type: none"> <li>The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all students.</li> <li>The ability to set consistently high expectations for all students through class work and homework</li> </ul>
	Budget (size and responsibilities)		
	Abilities		
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>Highly motivated.</li> <li>Respond well to a challenge.</li> <li>Maintain high professional standards.</li> <li>Excellent communication skills.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



		<ul style="list-style-type: none"><li>• Commitment to own professional development</li></ul>	
	Values	<ul style="list-style-type: none"><li>• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none"><li>○ Be unusually brave</li><li>○ Discover what's possible</li><li>○ Push the limits</li><li>○ Be big hearted</li></ul></li></ul>	
Special Requirements		<ul style="list-style-type: none"><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li><li>• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>