

## SEN Teacher of English

**Start Date: 2nd September 2020**

The Professional duties of teachers, (other than the Head Teacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. It is expected that teachers will meet the expectations documented in The National Professional Standards for Teachers.

**Purpose:**

Responsibility for planning and delivering the English curriculum for key stages 2-4, to classes of around 6 pupils with specific learning difficulties and complex learning profiles. Delivering other lessons as timetabled.

Co-ordinating activities relating to English, to include:

- Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, curriculum, action plans and practice
- Planning and managing associated resources/teaching materials, teaching programmes, courses of study, out and about places for learning activities, methods of teaching and assessment

Giving guidance, support and encouragement to staff and leading in-service development sessions.

**Responsible to:**

Head Teacher / Deputy Head Teacher

**Responsible for:**

Deployment of class Higher Level Teaching Assistants (between one and three in each class.)

**Scope:**

Class tutor overseeing provision for the whole class (up to around 6 pupils)

Subject Co-ordination of English

Working with the Head Teacher to ensure a dyslexia-friendly approach to English permeates all school activities (training provided)

Contributing to the work of school improvement plan

Assessment and data analysis of English progress

**Salary / Grade:**

Main Scale / Upper Pay Spine dependent on experience

**Main Core Duties:**

- To act in accordance with the aims and ethos of the school
- To undertake a structured teaching timetable, coordinating English
- To work collaboratively in the review, revision and implementation of the school's policies and procedures
- To implement the school's, planning, assessment, reporting and record keeping procedures
- To contribute to the supervision of learners as directed by the Head Teacher or Deputy
- To participate in the review, evaluation and development of whole school policies
- To take responsibility for the safety and supervision of learners both on site and when working in the community



- To undertake the management and development of other members of staff to support learning and teaching and the organisation of the learning environment
- To adhere to Health and Safety Codes of Practice of the school
- To liaise with others as appropriate in identifying and meeting individual needs
- To take responsibility for sourcing appropriate English resources, reference materials and their organisation in a designated area
- To co-ordinate a budget for English
- To work collaboratively in the development of learning and teaching throughout the school, including the preparation and review of schemes of work
- To take a lead role in monitoring and evaluating the planning, recording, reporting and delivery of English throughout the school
- To be familiar with current theory and practice relating to English and to disseminate information to staff
- To consider any Health and Safety issues
- To identify training needs of self and others and prepare a plan for meeting identified needs
- To discuss and explain development of this area with teachers, assistants, inspectors and parents/carers
- All appointments are subject to safer recruitment requirements to ensure the safeguarding of children and young people. All positions will involve appropriate checks and clearances and you will be expected to work within the school's safeguarding policy.

*The duties may be varied to meet the changing needs of the school at the reasonable discretion of the Head Teacher.*

*This job description does not form part of the contract of employment. It describes some of the ways the postholder is expected and required to perform and complete the particular duties as set out above.*