

## JOB DESCRIPTION

<b>Job Title:</b>	SEND Class Teacher
<b>Grade:</b>	MPS 1-6 Plus SEN Allowance
<b>Location:</b>	Exeter House School – Somerset Road Education Trust (SRET)
<b>Responsible to:</b>	Head of School  Each class teacher is responsible for carrying out the duties of a teacher as set out in the current copy of The School Teachers' Pay and Conditions Document. This job description may be modified by the Head of School with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

<b>Main Duties/Responsibilities</b>	
<b>1.</b>	To positively promote and contribute to the team ethos of the Academy/SRET.
<b>2.</b>	To plan, prepare and implement an appropriate programme of learning for the pupils which: <ul style="list-style-type: none"> <li>• Takes account of each pupils' individual needs through differentiation of expectations/task.</li> <li>• Considers the needs of the pupils in all aspects of development.</li> <li>• Fulfils the curriculum requirements.</li> <li>• Is in line with academy / SRET policies.</li> <li>• Motivates the pupils to learn independence and self confidence.</li> <li>• Has an awareness of decisions made by the Government, Board of Trustees and other appropriate bodies and agencies.</li> <li>• Has a commitment to first hand experience/curriculum enrichment and the celebration of pupils' contributions.</li> </ul>
<b>3.</b>	To assess and evaluate the pupils' work and provide records of evidence of learning and progress which: <ul style="list-style-type: none"> <li>• Are in line with the Academy and curriculum requirements.</li> <li>• Enable the tracking and monitoring of progress and inform the setting of termly goals and targets.</li> <li>• Form the basis of professional dialogue with colleagues, parents, support agencies, link schools etc.</li> <li>• Are organised and available (on request) to parents.</li> </ul>
<b>4.</b>	To ensure that all the pupils within the class have equal access to the experiences and opportunities provided.
<b>5.</b>	To take an active part in relevant meetings/working groups.

<b>Main Duties/Responsibilities</b>	
<b>6.</b>	To actively promote and implement Academy/SRET policies.
<b>7.</b>	To have high expectations of the pupils in learning, attitude and behaviour.
<b>8.</b>	To follow our Positive Behaviour Support philosophy and adhere to our Behaviour Policy when supporting pupils.
<b>9.</b>	To have pastoral care of the Class, within the Academy ethos, by: <ul style="list-style-type: none"> <li>• Being a good role model for the pupils in all personal qualities.</li> <li>• Fostering the positive self-image of each pupil through praise and encouragement.</li> <li>• Respecting each pupil.</li> </ul>
<b>10.</b>	To continue personal and professional development.
<b>11.</b>	To lead and monitor a subject / area of responsibility across the age and ability range of the school (not applicable to NQTs).
<b>12.</b>	To safeguard and promote the welfare of pupils for whom you have responsibility or come into contact with, to include adherence to all specified procedures, including <ul style="list-style-type: none"> <li>• Working with a multi-disciplinary team.</li> <li>• Attending pupil meetings with health, education, social services etc.</li> <li>• Preparation of individual and activity risk assessments.</li> <li>• Preparation of individual pupil plans, e.g. educational, behavioural, care etc.</li> <li>• Timely reporting of safeguarding concerns as and when required in line with Academy/SRET policies.</li> </ul>
<b>13.</b>	Any other tasks as may be reasonably requested by the Head of School.
<b>14.</b>	<p>The post holder must comply with SRET Health and Safety rules and regulations and with Health and Safety legislation. To comply with Health and Safety policies, organisation's statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.</p> <p>The post holder must act in compliance with GDPR and data protection principles in respecting the privacy of personal information held by the Academy.</p> <p>The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy/SRET records and information.</p> <p>The post holder must carry out their duties with full regard to SRET's Child Protection Policy, Code of Conduct, Dignity at Work, and all other Trust/Academy Policies.</p>