



Hendon School

Post: SEN Teacher

Responsible to: SENCO

Job purpose: Ensure all pupils achieve their potential

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Leadership and Management

- Raise the profile of SEN across the whole school, engendering an ethos of achievement and Inclusion.
- Work with the SENCO to ensure that they SEND register is up to date and all stakeholders are fully informed about support programmes in place/planned.
- Work with the SENCO to ensure that IEPs are monitored regularly, are live documents and their impact is assessed and progress can be evidenced.
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN and understand the importance of QFT taking ownership of additional provision and the progress children (with SEN) make in their class/teaching group.
- Disseminate good practice in SEN across the school.
- To support in the line management of TA's to maximise their impact with SEN students to ensure exceptional outcomes.
- Identify resources needed to meet the needs of pupils with SEN and advise the Headteacher of priorities for expenditure.
- Take the lead in liaising, co-ordinating and managing relevant external support offered to school locally and from the agency.
- Oversee the timetable, and direct TA's under your supervision

Teaching and learning

- To plan and teach intervention sessions literacy and numeracy sessions linked to GCSE requirements at Key Stage 3 and 4
- To plan and teach a broad curriculum, including subjects and topics covered in mainstream classes, to groups of SEN students.
- To plan and teach important life skills such as communication, interaction, turn taking and emotional regulation.

- Identify and adopt the most effective teaching approaches for pupils with SEN and share approach with colleagues.
- Monitor teaching and learning activities to meet the needs of pupils with SEN.
- Identify and teach skills that will develop pupils' ability to work independently.
- Liaise with the school's resourced provisions to share good practice and ensure consistency of support.

Recording and assessment

- Work with colleagues to set challenging targets for raising achievement among pupils with SEN.
- Ensure robust tracking systems are in place to collect and interpret specific pupil level assessment data allowing the school to identify value-added by its quality first teaching programme and intervention strategies.
- Set up systems for screening pupils at "point of entry" identifying, assessing and reviewing provision for SEN children once identified.
- Update the Leadership and wider stakeholders on the effectiveness of provision for pupils with SEN.
- Develop understanding of learning needs and the importance of raising achievement among students.
- Support the SENCO to ensure that Annual Review meetings and necessary paperwork are completed in line with statutory requirements for students that you teach.
- Attend IEP and annual review meetings, parent evening consultations keeping parents informed about their child's progress.

Standards and quality assurance

- Support the aims and ethos of the school.
- Promote the Hendon School values as presented in our code of conduct.
- Uphold the school's behaviour code and uniform regulations.
- Develop positive links with neighboring schools and external agencies
- Participate in staff training.
- Attend team and staff meetings.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings and student performances and other events.