



JOB DESCRIPTION

This School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Teacher with responsibility for the teaching and planning for a range of SEND needs.
School	Windy Arbor
Salary Band/Range	M1-M6 plus SEN point
Responsible to	Head teacher/SENCo
Location	Windy Arbor ARC
DBS Check	Yes
Special Conditions	This is a fixed term position with an opportunity to become permanent

1. Job Purpose

To work effectively as a teacher of children with SEND who are pupils at the Windy Arbor, in accordance with school policies and to ensure the educational and social and emotional needs of the pupils are met. To support teaching of SEND pupils across school.

2. Key Responsibilities

2.1 Main Duties

You are required to carry out the professional duties of a teacher as circumstances may require and as set out in the School Teachers' Pay and Conditions document that is the current and most recent at any given time. You should also be meeting the Teachers' Standards.

This will include following school policies and practices linked to those professional duties and standards, and working together with the full team of staff at Windy Arbor School and other agencies to promote and ensure effective delivery of an inclusive and creative curriculum.

The will include assessing the needs of pupils with SEND to ensure the following for each child:

- To plan the differentiation and modification of the curriculum for each pupil
- To meet the social and emotional needs through the use of a range of teaching strategies
- To organise daily routines that support the personal and social development of each pupil.
- Planning and implementing effective strategies and monitoring and assessing the progress of children with SEND and using the information gained to inform planning, advice and practice
- Work with the SENCO to provide support for staff to enhance the whole school provision for SEND
- Supporting and developing the work and skills and knowledge of teaching assistants, and other staff who work with pupils with SEND
- To work collaboratively with families, other professionals and organisation

2.2	People
	Supporting Learning and Teaching assistants in the Additional Resource Provision
2.3	Safeguarding
	School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	Responsible for procuring a limited range of resources and equipment.
2.5	Buildings & Equipment
	Responsibility for the correct use and handling of equipment. Responsibility for ensuring that the correct equipment/resources are available for pupil use.
2.6	Health & Safety
	Health and safety laws require all employees to help the School maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis. All duties and responsibilities must be carried out in line with the School's Health and Safety Policy and any local safety procedures.
2.7	Information Management
	As an employee of the School, the post holder will be expected to manage information in accordance with School policies. The postholder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.
2.8	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions
3.1	Mobility
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
3.2	Equal Opportunities
	School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	Variations to Job Descriptions
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	Training and Development

		The School is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	3.6	Core Qualities & Leadership Framework
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by:	Joanna Curry
Date:	November 2024