

# **SPECIALIST EDUCATION SERVICES**

## **SEN Teacher (Unqualified)**

### **JOB DESCRIPTION**

POST TITLE:	SEN Teacher (Unqualified)
RESPONSIBLE TO:	Head of Education
RESPONSIBLE FOR:	Delivery of key curriculum areas and pupils individual programmes
GRADE:	Pay Scale for Unqualified Teachers
POSTHOLDER:	

SES Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **GENERAL RESPONSIBILITIES:**

- 1 To carry out the general and specific professional duties as set out in the appropriate sections of the School Teachers Pay and Conditions Document.
- 2 To be conversant with, and work towards, fulfilling the National Minimum Standards and Regulations for Residential Special Schools as described in that document and as they apply to SES.
- 3 To be conversant with, and work towards, fulfilling the establishment's Statement of Purpose ensuring that the company's philosophy, ethos, aims and objectives are reflected in its organisation and practice.
- 4 To maintain clear, effective and impartial communication between education and care staff, and the senior management team.
- 5 To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.
- 6 To maintain good practice, be informed on current practice, and in liaison with the Head of Education, implement changes in accordance with developments in the education field.

- 7 To liaise with staff of all disciplines as necessary to promote co-operation within the home and ensure minimum disruption to the smooth running of the establishment.
- 8 To be conversant with and adhere to all procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

### SPECIFIC DUTIES:

- 9 To act as Curriculum Manager for specific areas of the curriculum and pupils' individual programmes;
  - To develop a clear view of the nature of their subjects and their contribution to the wider curriculum of the establishment, across the age range
  - To provide advice and documentation to help other staff to support the curriculum and interrelate its constituent elements
  - To play a part in the organisation of the teaching and the resources of the curriculum so that statutory requirements are covered;
    - ✓ to be responsible for the planning, teaching, learning and assessment, recording and reporting practices for designated children or groups of children
    - ✓ contribute to the overall evaluation of work in the curriculum against agreed criteria; to evaluate standards of achievement; to identify trends and patterns in pupils' performance
    - ✓ in consultation prepare agreed written policies and schemes of work
  - To co-ordinate and advise on aspects of the curriculum in any cross-curricular or multi-disciplinary approach.
- 10 To be responsible for the teaching and pastoral care (in liaison with the Care Staff) to a specified group of students.
- 11 To assist in the professional development of colleagues by involvement in relevant aspects of the company's Staff Support and Development Programme.
- 12 To establish appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within the establishment, including the careful presentation of work and the care of books and equipment.
- 13 To take part with colleagues in the development and implementation of changes in policies, syllabuses, materials and schemes of work especially in the context of the curriculum including the National Curriculum.
- 14 To carry out a share of supervisory duties in accordance with published rosters.
- 15 To participate in curriculum and management planning meetings, meetings with colleagues, parents and other agencies.

### WORKING TIME:

This job description allocates responsibilities and duties 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. In allocating time to the performance of responsibilities and duties the postholder must use directed time in accordance with the School Teachers Pay and Conditions Document and the company's policies and plans on the use of time.

### REVIEW:

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder through the company's Staff Support and Development Programme. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the company in relation to the postholder's professional responsibilities and duties.