



## Job Description for SEN Class Teacher MPS

<b>Job title:</b>	SEN Class Teacher
<b>Location:</b>	Amwell View School, Station Rd, Stanstead St Margarets, Stanstead Abbots SG12 8EH
<b>Hours:</b>	Full-time
<b>Salary band:</b>	MPS1 – MPS6 (plus fringe & min SEN point)
<b>Contract type:</b>	Permanent
<b>Reports to:</b>	Senior Leadership Team

This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The job description will be updated regularly in line with school's development plan

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### 1. INTRODUCTION

1.1 You are accountable to the Headteacher and the Governing Body through the schools Organisation Chart.

1.2 You are required to maintain the school's ethos in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement ensuring that all learners have all the support they need to help them make the most of these opportunities.

1.3 The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

### 2. THE ROLE OF A SEN CLASS TEACHER AT AMWELL VIEW SCHOOL AND SPORTS COLLEGE

2.1 You are required to carry out the duties of a SEN Class Teacher as set out in the current School Teacher Pay and Conditions of Service Document. This requires you to carry out such duties as the Headteacher may reasonably direct from time to time

### 3. KEY AREAS OF RESPONSIBILITY

#### 3.1 Teaching and Learning:

- Plan and deliver engaging, differentiated lessons that meet the individual needs of pupils in line with the school's schemes of work.
- Ensure the majority of pupils make expected progress, with some exceeding school expectations.
- Deliver consistently good lessons, with some judged to be outstanding.
- Celebrate pupil learning through meaningful feedback and classroom displays.
- Lead a National Curriculum subject area, as negotiated with the Headteacher.

#### 3.2 Classroom and Behaviour Management

- Create a safe, supportive and structured learning environment that enables pupils to thrive.
- Maintain high expectations for behaviour, in line with the school's policy and practice.



- Work effectively with teaching assistants and support staff to maximise learning outcomes.
- Use a positive and consistent approach to behaviour management to promote respect and engagement.

### 3.3 Curriculum and Standards

- Take responsibility for long, medium and short-term planning tailored to the individual needs of pupils with SEND.
- Meet all Teaching Standards and contribute to high-quality teaching and learning across the school.
- Demonstrate strong classroom leadership that improves provision and pupil outcomes.
- Remain informed about developments in SEN education and adapt practice as needed to ensure high standards.

### 3.4 Monitoring and Assessment

- Set and review Individual Education Plan (IEP) targets, tracking pupil progress over time.
- Write and contribute to reports for EHCP reviews, providing accurate assessments of development and next steps.
- Keep curriculum records in line with the school's assessment, recording and reporting policy.
- Collaborate with external professionals including Educational Psychologists, Speech and Language Therapists, and other agencies.
- Maintain regular communication with parents and attend Parent Consultation Evenings.

### 3.5 Pastoral Responsibilities

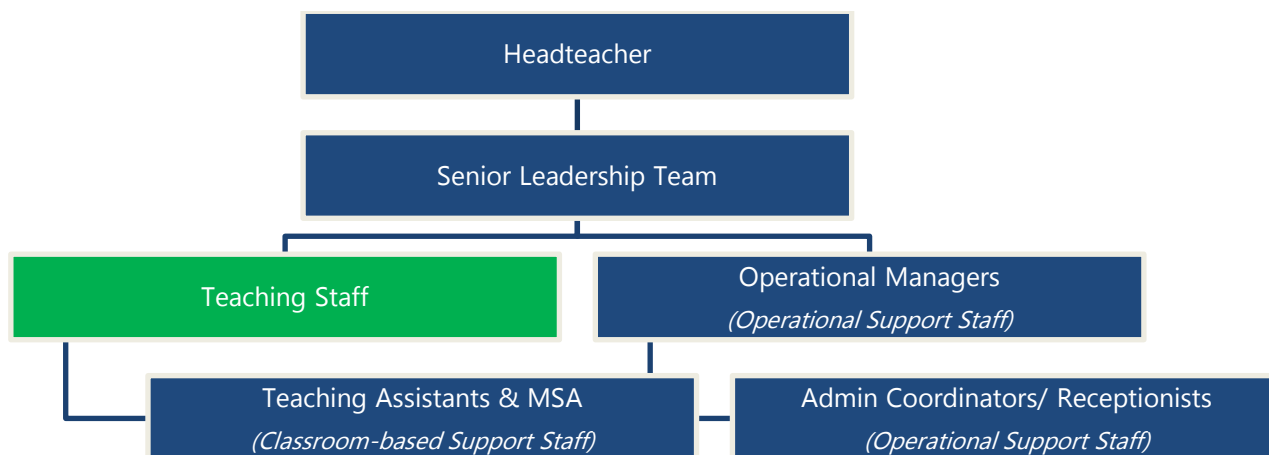
- Take an active role in promoting the wellbeing and safeguarding of pupils in your care.
- Communicate any concerns through appropriate school systems and follow up as needed.
- Build strong, trusting relationships with families, offering day-to-day support and guidance.
- Encourage a classroom environment that nurtures confidence, independence, and emotional wellbeing.

### 3.6 Professional Development

- Commit to ongoing professional development, keeping up to date with best practices in SEN teaching and learning.
- Participate fully in the school's CPD and Induction Programme, working under the guidance of your Team Leader.
- Attend regular staff meetings, INSET days, and Parent Consultation Evenings.



## 4. ORGANISATION CHART



## 5. ACCOUNTABILITIES

5.1 The jobholder is managed by a member of the School's Senior Management Team.

5.2 You are required to:

- Undertake all reasonable precautions to safeguard the health and safety of pupils and staff at all times.
- Ensure that all pupils are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged.
- Encourage an environment and ethos which underpins and enhances pupils learning.
- Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school's procedures.

## 6. EQUALITIES

6.1 Be aware of and support differences and ensure that the school's equalities and diversity policies are followed.

## 7. HEALTH AND SAFETY

7.1 Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

7.2 The job may require lifting children whose mobility is restricted. Appropriate training will be provided, if necessary.

7.3 The job may include clearing up blood and other bodily fluids of children.

## 8. DISCLOSURE & BARRING SERVICE

8.1 This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.



## 9. SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

9.1 You will ensure that child protection and the safeguarding of students are always given the highest priority.

9.2 Amwell View School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

## 10. DECLARATION (post-appointment)

I confirm that I have read and understood the job description above. I acknowledge the responsibilities and expectations outlined, and I am committed to upholding the values and standards of the school.

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Person Specification - SEN Class Teacher MPS

Essential	Desirable
<b>Qualifications:</b>	
Qualified teacher status Successful Completion of Initial Teacher Training (ITT) Evidence of recent teaching experience in a similar setting with PMLD and SLD pupils. High standard of written and oral communication	Specialism in SEN is highly valued First Aid or medical training relevant to the school population
<b>Teaching &amp; Learning:</b>	
Willingness to lead extra-curricular activities after school and assistance in after-school events Ability to contribute to a culture of high expectations and outstanding lessons	Experience of contributing to curriculum planning and development, and the organisation of resources Good understanding of recent and upcoming changes to the curriculum
<b>Personal Attributes:</b>	
Genuine passion and a belief in the potential of every pupil Understands of the needs of children Ability to use standard office software. Ability to work in a team Self-motivated and reliable Ability to communicate effectively and relate well to others Effective time management and organisational skills Commitment to inclusion, equity and the safeguarding and welfare of all pupils Demonstrate excellent attendance, punctuality and professional appearance	