



Job Description for SEN Class Teacher UPS

Job title:	SEN Class Teacher
Location:	Amwell View School, Station Rd, Stanstead St Margarets, Stanstead Abbots SG12 8EH
Hours:	Full-time
Salary band:	UPS1 – UPS3 (plus fringe & min SEN point)
Contract type:	Permanent
Reports to:	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

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, prepare and deliver high-quality lessons that meet the needs of all pupils, in line with the national curriculum and school schemes of work.
- Take responsibility for the long, medium, and short-term planning for your class, ensuring lessons are engaging, inclusive, and appropriately differentiated.
- Ensure the majority of pupils make expected progress, with some exceeding expectations.
- Consistently deliver good lessons, with some judged to be outstanding.
- Celebrate pupils' achievements through displays and recognition, fostering pride and motivation.
- Lead on a subject area of the National Curriculum, as agreed with the Headteacher.



3.2 Classroom and Behaviour Management

- Maintain a positive, structured, and supportive learning environment.
- Uphold the school's behaviour policy, managing behaviour effectively to ensure a safe and productive classroom.
- Maximise teaching and learning by managing support staff and other human resources effectively.

3.3 Curriculum and Standards

- Fully meet the Teachers' Standards, with established classroom leadership that drives improved provision and outcomes.
- Remain up to date with current educational developments and SEN best practices, adapting your teaching accordingly.
- Make independent, evidence-based decisions to improve provision for pupils.
- Confidently challenge and reflect on advice where appropriate to ensure the best outcomes.

3.4 Monitoring and Assessment

- Monitor and evaluate pupil progress, setting and reviewing targets in line with Individual Education Plans (IEPs).
- Assess and report on pupils' development through high-quality, detailed reports for EHCP reviews and parents/carers.
- Liaise effectively with a range of professionals, including Educational Psychologists, Speech and Language Therapists, Advisory Teachers and other specialists.

3.5 Pastoral Responsibilities

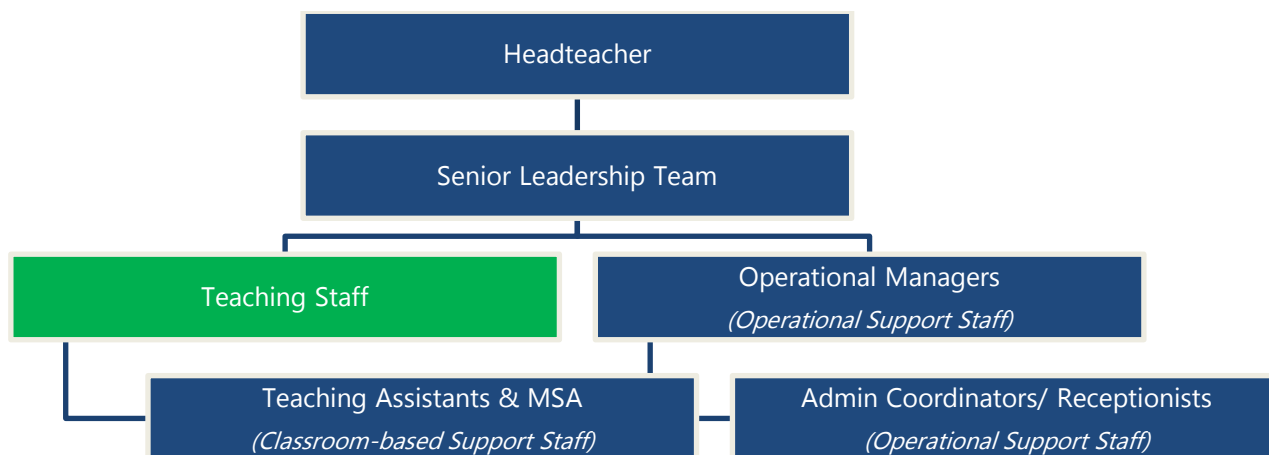
- Take an active role in supporting the pastoral welfare of all pupils in your care.
- Liaise with parents and carers on day-to-day matters, ensuring strong and positive home-school relationships.
- Identify and escalate any concerns regarding pupil welfare through the appropriate channels.

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 UPS

Essential	Desirable
Qualifications:	
Qualified teacher status At least 6 years of 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
Teaching & Learning:	
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 leading and mentoring staff	Experience of contributing to curriculum planning and development, and the organisation of resources Good understanding of recent and upcoming changes to the curriculum
Personal Attributes:	
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	