



Job Description for SEN Early Career Teacher (ECT)

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| Job title: | Early Career Teacher (ECT) |
| Location: | Amwell View School, Station Rd, Stanstead St Margarets, Stanstead Abbots SG12 8EH |
| Hours: | Full-time |
| Salary band: | MPS1 (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 EARLY CAREER TEACHER (ECT) AT AMWELL VIEW SCHOOL AND SPORTS COLLEGE

2.1 You are required to carry out the duties of an Early Careers 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:

- Deliver high-quality, engaging lessons tailored to meet the needs of pupils with a wide range of special educational needs.
- Take responsibility for short, medium, and long-term curriculum planning in line with school schemes of work.
- Work collaboratively with support staff to maximise learning outcomes.
- Promote creativity, curiosity and independence in your classroom.
- Celebrate pupils' achievements through displays and sharing successes with families.

3.2 Classroom and Behaviour Management

- Establish a safe, structured, and positive learning environment where pupils feel secure and supported.



- Manage classroom behaviour in accordance with school policies and individual pupil needs.
- Promote positive relationships and mutual respect among pupils and staff.
- Work closely with classroom support teams to ensure consistent, effective practice.

3.3 Curriculum and Standards

- Meet all Professional and Teachers' Standards.
- Maintain high expectations for all pupils and support them to make meaningful progress.
- Contribute to subject leadership areas as appropriate, with guidance from experienced colleagues.
- Reflect on your practice regularly and seek feedback to continually improve.

3.4 Monitoring and Assessment

- Monitor pupil progress through the use of Individual Education Plans (IEPs), target setting, and formative assessment.
- Contribute to reports for EHCP reviews and share updates with families and professionals.
- Work in partnership with Speech and Language Therapists, Educational Psychologists, and other external professionals to support pupil development.
- Keep accurate records in line with the school's assessment and reporting policies.

3.5 Pastoral Responsibilities

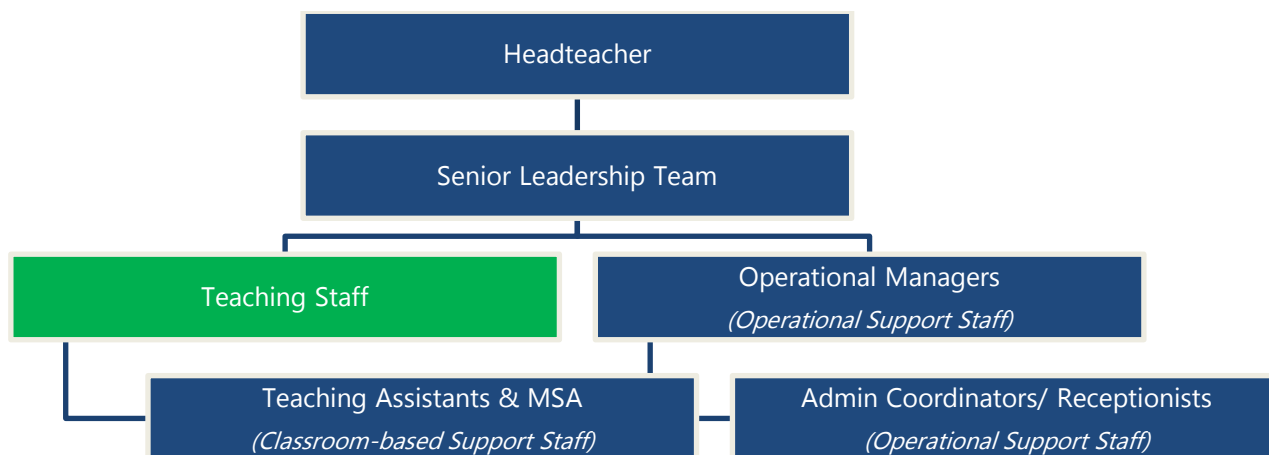
- Take responsibility for the pastoral care, emotional wellbeing, and safeguarding of your class.
- Develop strong relationships with pupils to build trust and support positive mental health.
- Communicate effectively with parents and carers regarding pupils' daily experiences, progress, and concerns.
- Use the school's support structures to raise and address any pastoral or safeguarding concerns.

3.6 Professional Development

- Participate fully in the school's ECT Induction Programme, guided by your mentor and tutor.
- Engage in regular training, INSET days, and professional learning activities.
- Take responsibility for your personal growth as an educator, actively seeking out feedback and new learning.
- Benefit from close links with external training providers and a leadership team committed to supporting your journey.



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 ECT

| Essential | Desirable |
|--|---|
| Qualifications: | |
| Qualified teacher status Successful Completion of Initial Teacher Training (ITT) Evidence of training 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 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 | |