



## Job Description for SEN Trainee Teacher

<b>Job title:</b>	SEN Trainee Teacher
<b>Location:</b>	Amwell View School, Station Rd, Stanstead St Margarets, Stanstead Abbots SG12 8EH
<b>Hours:</b>	Monday – Friday 08:45-15:45 (34 hours per week) term time only plus 10 days
<b>Salary band:</b>	H4 £25,989 (approx. £19,960 pro rata) with progression to H5 and the unqualified teacher scale
<b>Contract type:</b>	Permanent
<b>Reports to:</b>	Senior Leadership Team/ Class Teacher

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 TRAINEE TEACHER AT AMWELL VIEW SCHOOL AND SPORTS COLLEGE

2.1 We are looking for a committed and enthusiastic Trainee Teacher, with a flexible approach to work and a personable and compassionate attitude to join our school. You will support the education of pupils and students with special educational needs (SEN)

2.2 The post holder is responsible for supporting students with special educational needs by planning, preparing, and delivering lessons, working with small groups and individuals, and collaborating with other professionals to meet the unique needs of pupils.

2.3 All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice

2.4 The jobholder works with Teachers and pupils and is likely to have frequent contact with parents, carers and visiting professional staff, such as Educational Psychologists.



## 3. KEY AREAS OF RESPONSIBILITY

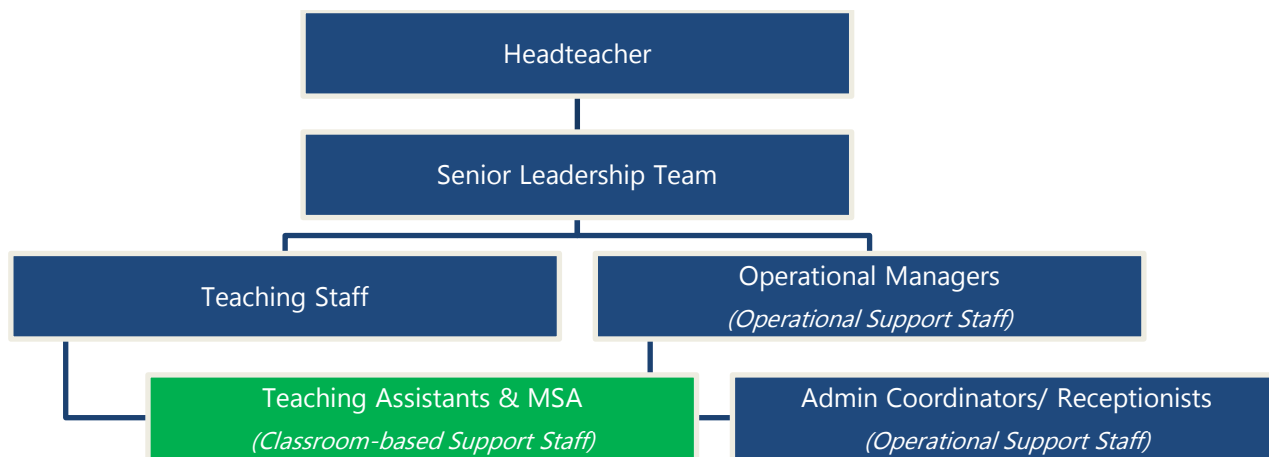
### 3.1 Duties:

- Support pupils' personal needs, including social, health, hygiene, first aid, and welfare matters.
- Prepare classrooms before lessons and clear them afterwards; assist with displaying pupils' work.
- Provide clerical and administrative support, such as photocopying, typing, filing, collecting money, and maintaining records.
- Assist with planning and delivering learning activities.
- Accompany teachers and pupils on out-of-school activities, taking responsibility for a group under the teacher's direction.
- Administer routine assessments.
- Liaise with parents and carers under the guidance of a teacher.
- Support the development and implementation of individual education plans (IEPs) and personal care programmes.
- Occasionally supervise whole classes during short-term teacher absences.
- Within an agreed supervision framework, plan, deliver, and evaluate programmes of work that align with teaching and learning objectives.
- Track and document pupils' progress, providing feedback to teachers and contributing to progress reviews.
- Uphold the standards and expectations required of a trainee SEN teacher.

### 3.2 Training:

- The job holder is expected to participate in the "TES Straight into Teaching" programme. All fees are paid for by the school and the job holder will be assigned a mentor which will be a member of the school's senior leadership team. The job holder will also receive 1 day out of class during the training period plus PPA time.

## 4. ORGANISATION CHART





## **5. ACCOUNTABILITIES**

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

5.2 The jobholder works under the day-to-day direction and supervision of the Teacher to whom he/she is assigned.

5.3 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 Trainee Teacher

Essential	Desirable
<b>Qualifications:</b>	
<p>GCSEs English and Math's Grade C/Grade 5 and above</p> <p>High standard of written and oral communication</p> <p>Experience of working with PMLD and SLD pupils in a similar setting</p> <p>Understand strategies to support vulnerable children</p> <p>Degree Qualification is mandatory</p> <p>Understanding of the curricular requirements of the school, these to include statutory requirements</p> <p>Competence in the use of ICT to support teaching and learning</p> <p>Ability to work with a minimum of supervision and within a team</p>	<p>Recent and relevant safeguarding training</p>
<b>Personal Attributes:</b>	
<p>Genuine passion and a belief in the potential of every pupil</p> <p>Understands of the needs of children</p> <p>Ability to work in a team</p> <p>Self-motivated and reliable</p> <p>Ability to communicate effectively and relate well to others</p> <p>Effective time management and organisational skills</p> <p>Commitment to inclusion, equity and the safeguarding and welfare of all pupils</p> <p>Demonstrate excellent attendance, punctuality and professional appearance</p>	