



**Nunnykirk School**  
Strive, Care, Achieve

Post: SEN ICT Teacher  
Tenure: Full time – term time fixed term  
Hours: Monday to Friday  
Salary: M1-M3 - NQT applications are welcome

Responsible to: Senior Leadership Team

<b>Under the instruction/guidance of SLT</b>
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<b>PURPOSE OF THE JOB</b>
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| <ul style="list-style-type: none"><li>● Delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies.</li><li>● To work collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources.</li><li>● To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils (e.g. SEN, EAL, GT, all underachieving groups), by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.</li></ul> |
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<b>Planning</b>
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| <ul style="list-style-type: none"><li>● Plan and prepare lessons. lesson planning, evaluating and adjusting lessons/work plans.</li><li>● Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.</li><li>● Planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures.</li></ul> |
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<b>Teaching and Learning</b>
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| <ul style="list-style-type: none"><li>● teach whole classes within the curriculum framework to GCSE level.</li><li>● Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to pupils and colleagues.</li><li>● Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.</li><li>● Be aware of differentiation and ensure all pupils have equal access to opportunities to learn and develop.</li><li>● Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.</li><li>● Use behaviour management strategies, in line with the school's policy and procedures, to teach within a purposeful learning environment and encourage pupils to interact and work cooperatively with others</li><li>● In accordance with arrangements made by the headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole</li></ul> |
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<p>classes in line with regulations and guidance under Section 133 of the Education Act 2002 and STPCD 2003.</p> <ul style="list-style-type: none"> <li>● Organise and safely manage the appropriate learning environment and resources</li> <li>● Promote and reinforce children's self esteem and independence and employ strategies to recognise and reward achievement of self-reliance</li> <li>● Encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language</li> <li>● Support the role of parents in pupils' learning and lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.</li> </ul>
<p><b>Monitoring and Assessment</b></p> <ul style="list-style-type: none"> <li>● Evaluate pupils' progress through a range of assessment activities.</li> <li>● Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.</li> <li>● Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.</li> <li>● Maintaining and analysing records of pupils' progress.</li> <li>● Develop and carry out programmes of observation and assessment and provide reports, evaluations and other information to provide appropriate support for specific children.</li> <li>● Reporting pupils' progress and achievements at parents meetings which are usually held outside school hours.</li> </ul>
<p><b>Mentoring, Supervision and Development</b></p> <ul style="list-style-type: none"> <li>● Offering mentoring support and guidance to other teachers, teaching assistants and others undertaking formal training.</li> <li>● Offer mentoring support and guidance for older pupils undertaking work experience activities within secondary schools.</li> <li>● Support and guide teaching assistants' work in the classroom when required and lead training for teaching assistants.</li> <li>● Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Participate in staff meetings and training days/events as requested.</li> </ul>
<p><b>Behavioural and Pastoral</b></p> <ul style="list-style-type: none"> <li>● Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.</li> <li>● Understand and implement school child protection procedures and comply with legal responsibilities.</li> <li>● Maintain good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.</li> <li>● Provide support and assistance for children's pastoral needs</li> </ul>

<ul style="list-style-type: none"> <li>● Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.</li> <li>● Supervise pupils in the playground and plan and organise play time activities.</li> <li>● Receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>● Any other duties required by the Deputy headteacher, or the headteacher, which is within the scope of this post.</li> <li>● To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.</li> <li>● To promote the safeguarding of children</li> <li>● To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.</li> <li>● To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.</li> <li>● To undertake other duties appropriate to the post that may reasonably be required from time to time</li> </ul>