



**St Oswald's RC Primary School  
Job description form**

**Employment details**

Job title:	Teacher, SENCO & member of SLT
Reports to (job title):	Headteacher
Level and scale point:	MPS/UPS + TLR2a

**Main duties/responsibilities**

**General duties**

Take on the role of SENCO at St Oswald's.

Lead and take responsibility for planning and implementing appropriate special needs programmes for all pupils at the school, ensuring they comply with the requirements of the national curriculum and school policies.

Maintain assessment records and report on pupils' progress to the governing body, the senior leadership team and parents/carers.

Line manage other teachers within the area, providing support, challenge, advice and information, as necessary.

**Strategic direction and development**

Create an environment in which pupils and staff develop and maintain positive attitudes towards teaching and learning.

Establish and maintain policies and practices which promote high achievement for all learners through effective teaching and learning.

Remain aware of and support pupil differences, ensuring that all pupils receive equal access to the curriculum.

Use data effectively to monitor and evaluate pupils' progress and provide effective intervention for planning and delivery of the curriculum to support all pupils to achieve their potential.

Analyse national and local data, research, and inspection reports to inform curriculum area policy and practice development, as well as expectations and teaching methodologies.

Contribute to the school development plan and establish an effective improvement cycle to meet St Oswald's strategic priorities.

## Teaching

Maintain a thorough and up-to-date knowledge of the Special Educational Needs Code of Practice

Ensure that appropriate and differentiated programmes of study and schemes of work are in place for all groups of pupils.

Communicate clear teaching and learning objectives to all subject teachers.

Ensure effective delivery to SEN children through structured monitoring and evaluation of all aspects of teaching and learning, such as lesson observations, work sampling and one-to-one discussions with teachers.

Develop the curriculum to be appropriate to pupils' different needs

Liaise with subject leaders to contribute to effective teaching and learning across school.

Provide pupils with the opportunity to manage their learning and become independent and successful learners, and ensure that this is addressed within teachers' lesson plans.

Assess pupils' progress through summative and formative assessments, maintaining records and providing information to parents/carers about their children's progress.

Through assessment of progress, identify pupils who are at risk of underachievement and ensure that appropriate support mechanisms are in place.

Provide reports on pupil progress to the governing body, headteacher and parents/carers.

## Leadership and management

Establish clear expectations and high standards of professionalism and collaboration across the area.

Lead effective delivery of the SEN Code of Practice.

Manage all members of staff within the SEN area, providing effective support, challenge, information and CPD opportunities.

Provide structured support and assessment for newly qualified teachers (NQTs) and initial teacher training trainees, enabling them to meet relevant professional standards.

Manage own development and identify CPD opportunities, attending courses and meetings where necessary, and reporting findings to the headteacher and other relevant members of staff.

Liaise with subject leaders and other year and phase leaders to ensure that individual education plans are used and incorporated.

Advise and inform staff about assessment, reporting and recording arrangements within the school, as well as any new resources, information and guidance.

Play an active role in other teachers' lesson planning and delivery, such as through book sampling and lesson observations, evaluate their performance and provide written reports to the headteacher.

Ensure curriculum coverage, continuity and progression across all subjects and monitor intervention where necessary.

Plan, manage and organise the work of other staff members, including teaching assistants, who are assigned to the classroom.

Ensure that other staff members assigned to the classroom meet all of their responsibilities in a timely and effective manner.

Lead data analysis for SEN using national, local and school inspection data to inform policies and school improvement procedures.
Evaluate termly progress data, identifying areas of high and poor performance, and taking effective action to remedy underachievement.
Write an action plan for school development in SEN and review this on an annual basis.
Participate in the interview process for potential staff members within SEN alongside the headteacher, as well as performance management reviews in line with school policies and procedures.
Contribute to professional development meetings which relate to SEN, the curriculum, administration or organisation of the school.
Provide written reports concerning SEN improvement, evaluation and pupil progress to the governing body, headteacher and other staff members where necessary.
Manage and evaluate the use of resources, equipment and materials, and establish a personal responsibility for budget control.
<b>Additional duties</b>
Contribute to and support the overall ethos, work and aims of the school.
Comply with, support and promote all school policies and procedures, particularly in relation to child protection, equal opportunities, health and safety, confidentiality and behaviour.
Promote the general progress and wellbeing of all pupils within the school.
Undertake any other reasonable and relevant duties in accordance with the changing needs of the school, as required by the headteacher.