



## **PEBBLE BROOK SCHOOL**

### **JOB DESCRIPTION SEND Teacher**

#### **1. General**

- to uphold and promote the mission statement at all times
- to undertake the duties of a teacher as recorded in the current 'School teachers pay and conditions document'
- to comply in all respects with Health and Safety requirements
- to undertake any other duties that the Headteacher may reasonably require
- to regularly monitor IEPs and curriculum targets for pupils
- to prepare reports for and attend pupils' Annual Reviews, case conferences and general meetings
- to institute programmes and strategies for individual pupils in conjunction with colleagues
- to manage support staff and resources allocated to the group and individual pupils
- to attend to the physical well-being of pupils as appropriate to their individual needs
- to pro-actively supervise pupils in all playground and classroom areas on a rotational basis
- to assist in the supervision of pupils at the beginning and end of the day including escorting to transport
- to attend all training, including Safeguarding, Team-Teach, Health and Safety etc.
- to undertake Child Protection training in accordance with Bucks Council guidance
- to use Performance Management as a vehicle for self-development and school development

#### **2. Teaching and Learning**

- to develop and raise the quality of teaching and learning across the school
- to lead by example of good class practice
- to demonstrate good class management
- to demonstrate effective planning and target setting
- to maintain an effective classroom environment
- to observe lessons as appropriate
- to share good practice
- to understand how pupils in your care learn, and adapt teaching styles accordingly
- use performance data to inform planning and target setting
- to compile information and reports, as required, to support our recording, reporting, annual reviews and parents' evenings

#### **3. Leadership**

- to lead on an aspect of whole-school development by negotiation
- to be responsible for the management and co-ordination of a curriculum area throughout the school, and in this subject area (Maths)
- to monitor and evaluate the curriculum
- to provide and organise professional guidance, support and training for staff
- to annually produce curriculum development plans and evaluate progress towards meeting the targets
- to submit an annual bid for resources linked to the school development plan
- to manage a budget