

St. Paul's Community Development Trust



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Job Description

Job Title:	SEN Instructor (KS2 - 4)
Department:	School
Salary Scale:	G4 L2 £19,342pa
Hours of work:	37.5 hours per week TTO

Job Purpose:

To teach small groups of key stage 2, 3 and 4 pupils an educational programme of study. To work together with other Designated Safeguarding Leads to ensure the safety of all our pupils across our whole school provision. To lead on pastoral provision via form group and the wider school. All of our pupils have EHCPs with a focus on autism, ADHD, and social, emotional and mental health difficulties and mild learning difficulties.

Duties and responsibilities:

All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children, young people and vulnerable adults whom they are responsible for or come into contact with.

1. To be familiar with and uphold the policies and procedures of the Trust especially those relating to Health and Safety, Equal Opportunities, Data Protection, Safeguarding and Child Protection.
2. To attend relevant safeguarding internal and external training, read new and revised local and national publications to include KCSIE to ensure a comprehensive understanding of safeguarding
3. To ensure the safety of all pupils.
4. To deliver quality education to small groups of pupils to include key stage 2 to key stage 4.
5. Where required, to have responsibility for a form group.
6. To liaise with other relevant professionals as required including those who will contribute to advancing the syllabi and teaching.
7. To research and develop resources in line with pupils needs and capabilities.
8. To adhere to the assessment guidelines / policy and awarding body quality assurance processes to ensure a robust approach to assessment and verification processes
9. To take part in whole school observation processes to further develop and strengthen professional practice
10. To support colleagues and work as part of a team in the interest of the pupils
11. To liaise with specialist agencies, businesses, colleges and other relevant bodies to secure additional opportunities for young people, and to help young people to progress, develop and extend their experience.
12. To prepare young people for certificates, exams and awards in consultation with colleges or to help them to find additional courses which are suitable
13. To set and mark homework, examinations, and tests, to undertake assessments, to inform and implement PHBPs, PEP's, individual risk assessments, pupil profiles etc.
14. To assist with other aspects of the school curriculum including planning and taking part in special events including field trips and residential.
15. To develop lessons in line with the SENs of pupils

16. Administration of medicines as appropriate
17. To complete team teach requirements and ensure proportionate approach to restraints if necessary.
18. To maintain up to date records relating to all pupils.
19. To undertake administrative activities as appropriate.
20. To work with colleagues to ensure staff absence is effectively covered.
21. To provide a 6-week planning cycle to ensure lessons are effectively resourced for any unforeseeable absence.
22. To help maintain premises, and equipment in good order and to be accountable for any budget that may be delegated, income received, or funds collected.
23. To prepare for and attend meetings of parents, professionals, staff, management committees and others as appropriate.
24. To be familiar with policies and procedures of School and Trust and uphold them, especially those relating to Safeguarding and Child Protection, Health and Safety, GDPR and Equalities.
25. To be available for the timetable arranged by the Deputy Head Teacher as well as for other requirements such as Parents Evenings.

Supervision received: Senior teaching member

Supervision exercised: Teaching Assistants, Apprentices, Pupils, Volunteers

Person Specification

METHOD OF ASSESSMENT (MOA)					
A	APPLICATION FORM	I	INTERVIEW	T	TEST
Criteria	Essential	Method of Assessment	Desirable		
EXPERIENCE/ KNOWLEDGE	Experience of working with young people who have SEN / challenging behaviour in an educational setting.	A/I	Experience of safeguarding in a SEN setting.		
	Experience of working in a SEN / vocational setting	A/I	Experience a trauma informed and restorative approach to behaviour management		
SKILLS AND ABILITIES	Vocational Skills	A/I			
	Excellent interpersonal skills and a natural ability to connect with young people	A/I			
	Knowledge of a vocational Curriculum	A/I			
	Enthusiasm for learning and the ability to convey this to pupils	A/I/T			
	Firm and friendly approach to young people	A/I/T			
	An interest in other aspects of the School curriculum and enthusiasm in helping to develop them	I			
	Administrative skills – including proficient use of ICT	A/I/T			
	Interest in training and personal development	A/I			
	Good organisational skills	A/I/T			
	Ability to plan and adapt the learning to meet the personalised needs of the students	A/I			
	Knowledge and understanding of Safeguarding and Equal opportunities	I			
QUALIFICATIONS & TRAINING	Vocational qualification/s	A/I			
	Maths & English GCSE (or equivalent)	A/I			
	Willingness to undertake Continued Professional Development	I			
EQUALITIES	Understanding of, and commitment to equality of opportunity and the ability to apply this	I			
FURTHER REQUIREMENT	It is essential that all candidates are deemed suitable to work with children and/or vulnerable people.				