

# Teacher (SEND) Job Description

We warmly welcome applications from enthusiastic and committed **Early Career Teachers (ECTs)** who have a keen interest in *Special Educational Needs and Disabilities (SEND)* and a proactive approach to continued professional development (CPD).

Charlton Park Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

| Job Details      |                                                    |
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| Salary:          | MPS/UPS (Inner London) + SEN Allowance (SEN1/SEN2) |
| Contract type:   | Permanent, Full-time (part-time considered)        |
| Reporting to:    | Quality of Education lead/ Pathway Lead            |
| Responsible for: | Learning Support Assistants (class team)           |

| Main Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p>The teacher will:</p> <ul style="list-style-type: none"><li>➤ Fulfill the professional responsibilities of a teacher, as set out in the <a href="#">School Teachers' Pay and Conditions document</a></li><li>➤ Meet the expectations set out in the <a href="#">Teachers' Standards</a></li><li>➤ Plan and deliver high-quality, personalised learning for pupils with a range of special educational needs and disabilities (SEND), including autism, speech, language and communication needs (SLCN), and severe or profound learning difficulties (SLD/PMLD).</li><li>➤ Work within a multidisciplinary team to secure excellent outcomes in communication, cognition, independence, and well-being, in alignment with pupils' <b>EHCP outcomes</b>, the <b>Equals curriculum</b>, and <b>EYFS/KS1 approaches</b> (inc. learning through play).</li><li>➤ Deliver personalised programmes of learning that ensures the highest levels of progress for students. Monitor and evaluate pupil progress and make adjustments to programmes of learning in response to the outcomes.</li><li>➤ Lead, and effectively deploy learning support assistants within the class team, in order to impact on pupil progress. Line manage and appraise identified support staff.</li><li>➤ Ensure the safeguarding, safety and well-being of students at all times.</li><li>➤ Assist in the smooth running of the school at all times.</li></ul> |

| Duties and responsibilities |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| ➤ Teaching and Learning     | <ul style="list-style-type: none"><li>➤ Personalise learning to meet the developmental needs, communication styles, and sensory profiles of each pupil.</li><li>➤ Use <b>formative and summative assessment</b> to monitor and evaluate progress, adjusting teaching accordingly.</li><li>➤ Apply <b>evidence-informed practice</b>, using current research and feedback from <b>Instructional Coaching</b> to refine pedagogy.</li><li>➤ Support pupils' self-regulation, confidence, and curiosity through consistent routines, visuals, and positive behaviour support.</li><li>➤ Integrate therapeutic advice from SALT, OT, and physiotherapy programmes into daily classroom practice.</li></ul> |

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|                                                                    | <ul style="list-style-type: none"> <li>➤ Track progress against EHCP outcomes, targets, and curriculum milestones.</li> <li>➤ Participate in internal and external moderation processes.</li> <li>➤ Contribute to Annual Reviews, Pupil Progress Meetings, and multi-agency planning.</li> <li>➤ Provide timely, accurate reports and evidence for EHCPs and parental reviews.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| ➤ <b>Safeguarding and Pupil well-being</b>                         | <p>The teacher will take responsibility to:</p> <ul style="list-style-type: none"> <li>• Ensure the <b>safeguarding, safety, and welfare</b> of all pupils at all times, following KCSIE and CPA policies.</li> <li>• Identify and report concerns to the <b>Designated Safeguarding Lead (DSL)</b> promptly.</li> <li>• Promote a culture of care, dignity, and respect that values diversity and inclusion.</li> <li>• Monitor attendance patterns and liaise with the Inclusion Lead as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Whole-school organisation, strategy, development and values</b> | <p>The teacher will:</p> <ul style="list-style-type: none"> <li>➤ Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision</li> <li>➤ Meet the Teachers' Standards and School Teachers' Pay and Conditions Document (STPCD).</li> <li>➤ Participate in <b>Instructional Coaching cycles</b> and whole-school CPD, including membership of the <b>Chartered College of Teaching</b>.</li> <li>➤ Engage in appraisal, goal-setting, and reflective practice to improve teaching quality.</li> <li>➤ Support events, enrichment activities, and community engagement.</li> <li>➤ Uphold equality, diversity, and sustainability principles in classroom and whole-school practice.</li> <li>➤ A high level of commitment to safeguarding, inclusion and equality in all aspects of Academy life.</li> <li>➤ Demonstrate a willingness and ability to improve your own practices and to act on feedback.</li> <li>➤ Support the SLT in their duty to ensure that the school meets its educational aims to deliver the best possible educational outcomes for students.</li> <li>➤ Promote and demonstrate a strong commitment to the school's values in all aspects of professional conduct, fostering a positive, inclusive, and respectful learning environment that reflects and reinforces the ethos of the school.</li> </ul> |
| <b>Health, safety and discipline</b>                               | <p>The teacher will:</p> <ul style="list-style-type: none"> <li>➤ Follow all <b>Health &amp; Safety</b> procedures and report concerns immediately.</li> <li>➤ Follow the <b>Positive Behaviour Support Policy</b>.</li> <li>➤ Safeguard and promote the welfare of children and young people.</li> <li>➤ Undergo an <b>enhanced DBS check</b> and <b>online search</b> as part of KCSIE-compliant safer recruitment.</li> <li>➤ Adhere to all school and Trust safeguarding policies and the Staff Code of Conduct</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <b>Communication</b>                                            | <p>The Teacher will:</p> <ul style="list-style-type: none"> <li>➤ Communicate effectively with pupils, parents and carers and other professionals</li> <li>➤ Maintaining effective and proactive communication with parents and carers through a variety of channels, including participation in annual reviews, parent meetings, and parents' evenings.</li> <li>➤ Teachers are also expected to engage in regular contact using each family's preferred method of communication (e.g., contact books, email),</li> <li>➤ Contribute to the school's termly newsletter to ensure families are well-informed and engaged in their child's education.</li> </ul> |
| <b>Working with colleagues and other relevant professionals</b> | <p>The teacher will:</p> <ul style="list-style-type: none"> <li>➤ Collaborate and work with colleagues and other relevant professionals within and beyond the school</li> <li>➤ Develop effective professional relationships with colleagues</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Personal and professional conduct</b>                        | <p>The teacher will:</p> <ul style="list-style-type: none"> <li>➤ Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school</li> <li>➤ Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality</li> <li>➤ Understand and act within the statutory frameworks setting out their professional duties and responsibilities</li> </ul>                                                                                                                                                                        |

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out

| Person specification               |                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                         |
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| CRITERIA                           | ESSENTIAL                                                                                                                                                                                                                                                                                                                       | DESIREABLE                                                                                                                              |
| <b>Qualifications and training</b> | <ul style="list-style-type: none"> <li>➤ Qualified teacher status</li> <li>➤ Successful teaching experience [this post is open to ECT's who are willing to engage in a comprehensive training, mentoring and Instructional Coaching programme]</li> <li>➤ Evidence of professional development relevant to this role</li> </ul> | <ul style="list-style-type: none"> <li>➤ SEND/ASD specialist qualification - Training in AAC, TEACCH, or sensory integration</li> </ul> |

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| <b>Skills and knowledge</b> | <ul style="list-style-type: none"> <li>➤ Good knowledge of legislation and guidance on curriculum requirements</li> <li>➤ Successful teaching experience (including placements) with pupils with SEND or in primary/EYFS</li> <li>➤ Evidence of adapting learning to developmental and communication needs</li> <li>➤ Knowledge of effective teaching and learning strategies</li> <li>➤ A good understanding of how children learn</li> <li>➤ Ability to build effective working relationships with pupils</li> <li>➤ Knowledge of guidance and requirements around safeguarding children (KCSIE)</li> <li>➤ Effective classroom and behaviour management through positive, proactive approaches</li> <li>➤ Strong knowledge of EYFS/KS1 curriculum</li> <li>➤ Understanding of child development and multi-sensory learning</li> <li>➤ Competent in using IT for planning, assessment, and communication</li> <li>➤ Effective communication and interpersonal skills</li> <li>➤ Ability to build effective working relationships with staff and other stakeholders</li> <li>➤ Awareness of the Ofsted inspection framework.</li> <li>➤ The impact of therapeutic interventions in the management of behaviour and pupil well-being.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Experience in specialist settings - Experience leading or mentoring support staff</li> <li>➤ Familiarity with specialist software or assessment tools</li> <li>➤ Understanding of the impact of therapeutic interventions</li> </ul> |
| <b>Personal qualities</b>   | <ul style="list-style-type: none"> <li>➤ High expectations for all pupils, belief in their potential, and commitment to inclusion</li> <li>➤ Reflective practitioner who welcomes feedback and coaching</li> <li>➤ Excellent communication and interpersonal skills with pupils, families, and professionals</li> <li>➤ Collaborative, flexible, and positive attitude</li> <li>➤ Committed to professional learning and continuous improvement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>➤ Contribution to curriculum innovation or resource development</li> </ul>                                                                                                                                                             |

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| <b>Values and Conduct</b> | <ul style="list-style-type: none"> <li>➤ Demonstrates the CPA values</li> <li>➤ Maintains confidentiality, professionalism, and punctuality</li> <li>➤ Models inclusive practice and promotes equality and diversity</li> </ul> | <ul style="list-style-type: none"> <li>➤ Active engagement with wellbeing, sustainability, or enrichment initiatives</li> </ul> |
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## Notes:

This job description is not exhaustive. Duties may vary according to the needs of the school and will be reviewed annually in consultation with the postholder.

Charlton Park Academy is an **equal opportunities employer** and welcomes applications from all sections of the community. We are committed to making reasonable adjustments for candidates and employees with disabilities.

**Last review date:** October 2025

**Next review date:**

**Principal/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_