

Job Description:

Teacher in Charge – Maple Tree SEMH Provision

Required for November 2024

Job Description

 **Job Title:** Lead Teacher of Social, Emotional, Mental Health (SEMH) Resource Base Provision

**Responsible to:** Headteacher, Assistant Headteacher and SENDCo

**General Duties**

The post holder is required to carry out, under the reasonable direction of the headteacher, the professional duties of a teacher as set out in the School Teachers' Pay and Conditions document and any subsequent amendments.

Responsibilities must be executed with due regard to the Teaching Standards. Duties and responsibilities may be subject to reasonable change following consultation between the headteacher and the post holder.

**Job Purpose**

* Collaborate with the Senior Leadership Team to lead an highly effective SEMH Resource Base Provision.
* Provide outstanding learning experiences and secure outstanding achievement for children and young people with SEMH needs.
* Ensure the highest possible standards of education for all pupils.
* Lead and develop a cohesive and effective team within the resource base by establishing clear expectations, fostering constructive working relationships, and delegating tasks appropriately. Evaluate practices, encourage professional development, and motivate staff to deliver high-quality teaching and learning.
* Liaise with key staff and external agencies to ensure successful provision for the pupils.
* Ensure continuity of policy and curriculum throughout the school and actively promote equal opportunities for all.

**Professional Duties**

* Implement and deliver a broad, balanced, relevant, and adapted curriculum for all learners.
* Plan, prepare, and deliver lessons tailored to the needs of children in the resource base.
* Use effective assessment for learning.
* Assess, record, and report on the development, progress, and attainment of children.
* Ensure teaching provision meets the complex special educational needs of the children.
* Support the pupils when appropriate to successfully integrate into the mainstream curriculum offer.
* Support children's spiritual, moral, social, and emotional development.

**Specific Responsibilities**

* Uphold the vision and values of Hawbush Primary School, striving to live them out daily.
* Provide all learners with experiences that offer opportunities to make good progress, achieve well, and reach their full potential.
* Hold high expectations and promote excellent standards of work and behaviour in and out of the resource base and across the school.
* Coordinate and direct the work of any teaching assistants assigned to the resource base.
* Integrate formative and summative assessment into weekly and termly planning, ensuring tasks are differentiated to cater to individual learning and social needs.
* Maintain a safe and stimulating classroom environment where resources are accessible to all children.
* Work cooperatively with other staff members, external agencies, and parents to ensure continuity and progression for children.
* Follow agreed school policies for planning, marking, assessment, recording, and reporting each child's progress to inform planning and raise standards of achievement.
* Promote high standards of behaviour, encouraging children to be respectful and responsible members of the school community and fostering an excellent learning climate within the classroom, in accordance with the school's behaviour policy.
* Actively participate in school-based in-service training and professional development discussions.
* Stay informed of current ideas and research, engaging in INSET and professional development activities.
* Participate in both external and internal monitoring and evaluation procedures, responding to outcomes and feedback.
* Support the physical, social, and emotional development of pupils, ensuring safety as a priority.
* Promote high standards of speech and language communication, tailoring curriculum expectations to meet the complex needs of the children.
* Be aware of safeguarding responsibilities and report any concerns to the school's designated safeguarding lead.
* Participate in the school's supervision timetable, including playground duties.
* Present high standards of appearance, punctuality, and professionalism at all times.
* Build and maintain cooperative relationships with parents, communicating with them about their child's learning and progress, highlighting special skills and talents as well as addressing any problems or difficulties.
* Communicate and cooperate with specialists from outside agencies for the wellbeing and educational development of pupils.
* Work with the staff team to maintain an attractive and well-organised school environment.
* Carry out other duties or responsibilities as directed by the Headteacher that could reasonably be considered within the remit of the post.
* Abide by the procedures contained in the most recent 'Teachers Pay and Conditions' document.
* Participate in arrangements for Teachers' Appraisal in accordance with the school's policy.