

Job Description

Job Title:	Special Educational Needs and Disabilities (SEND) Teacher – Her Majesty’s Young Offenders Institute (HMYOI) Feltham
Reports to:	SEND and Inclusion Manager
Location:	HMYOI Feltham
Grade Band:	E

Purpose

To support the progress and achievement of SEND learners throughout the school. Deliver accredited learning to Young People undertaking English and Personal and Social Development (PSD) study programmes at HMYOI Feltham.

Main Duties and Responsibilities

To understand and comply with Shaw Trust Safeguarding Policy and related procedures, and to take action as appropriate in relation to children and vulnerable groups, regarding matters of safety, protection and wellbeing.

Shaw Trust is committed to promoting equity of opportunity, valuing diversity, and eliminating discrimination as a core value.

1. Assessing the specific educational needs of children with learning disabilities and providing recommendations for their support
2. To teach a range of courses as directed, to a Good or Outstanding Ofsted rated level.
3. Identify and adopt the most effective teaching approaches for students with Special Educational Needs.
4. Meet the expectations set out in the Teachers’ Standards.
5. Adapt the school’s curriculum, and develop personalised learning, for assigned children with special educational needs and disabilities.
6. Promote good progress towards curricular, provision map and Education Health Care Plan outcomes for assigned pupils.

7. Making sure that Teachers have the knowledge and skills to carry out SEND policies and to teach children with special learning requirements to a high standard
8. To provide regular feedback to young people and to give group and individual tutorial support to enable them to achieve maximum benefit from their course or programme.
9. To observe procedures for young people monitoring, discipline, security and complaints in accordance with the Shaw Trust HMYOI Feltham Charter.
10. Demonstrate good subject and curriculum knowledge, and the ability to adapt the curriculum to meet children's specific needs.
11. Preparing and delivering SEND training for Teachers and Learning Support Assistants.
12. To contribute to the Shaw Trust HMYOI Feltham's annual assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible.
13. To follow all processes relating to qualifications and examinations, including registration and submissions to validating bodies, and liaison with the Shaw Trust HMYOI Feltham Exams Officer, moderators and external verifiers in accordance with Shaw Trust HMYOI Feltham policy.
14. To support the Engagement and Resettlement in the development of work placement, and work based learning opportunities for the young people.
15. You will be expected to regularly attend meetings as directed by your line manager.
16. To fully participate in Her Majesty's Prison (HMP) HMYOI Feltham procedures including health & safety, security and behaviour management
17. Undertake other duties when required

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.

2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p>Person Specification Job Title: SEND Teacher (E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Occupationally competent in both English & Personal and Social Development delivery (E) • Possession of a relevant teaching or training qualification (e.g. QTS, QTLS, DTTLs, PGCE). (E) • Possession of or currently working towards the The National Award for SEN Co-ordination (NASENCo) qualification (E)
<p>Experience</p> <ul style="list-style-type: none"> • Experience of teaching on and assessing accredited Personal and Social Development and English qualifications from Entry Level to Level 2 (E) • Evidence of ability to assess effectively and to prepare relevant materials. (E) • Experience of working as a member of a team and evidence of the ability to work effectively with colleagues. (E) • Experience of delivering training in a secure environment or which a challenging cohort (D) • Demonstrable experience of delivering learning to a 'Good' or 'outstanding' Ofsted level (E)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • An understanding of, and commitment to, equity of opportunity policies and practical ideas for their implementation in this post. (E) • An understanding of and commitment to the welfare and safety of children, young people and vulnerable adults within a Further Education and Young Offenders Institution context (D) • Excellent administration skills (E) • Excellent IT skills, including familiarity with Microsoft Office software and previous experience of working with databases (E) • Excellent verbal and written skills and ability to communicate concisely and effectively (E) • Demonstrable experience of providing excellent customer service skills (E) • Understanding of data protection and information security (E)

Personal qualities, communicating and relating to others

- An ongoing interest in and knowledge of recent developments in Personal and Social Development qualifications **(E)**
- An awareness of the pastoral and the vocational needs of young people from a variety of backgrounds and the ability to respond to those needs positively and sensitively. **(E)**
- Commitment to an inclusive education **(E)**
- Excellent interpersonal and communication skills **(E)**
- Good at building relationships with both internal and external stakeholders **(E)**
- Ability to use initiative when required and take a problem solving approach to work tasks **(E)**
- Ability to work well as part of a team and independently when required **(E)**

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a Disclosure and Barring Service Check at an Enhanced level with Childrens check **(E)**

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. **(E)**