HORNSBY HOUSE
SCHOOL

Job Description for SEND Teacher

Reporting To: SENDCo
Working: Full-time or part-time
Contract: Fixed Term
Salary: Includes Inner London Allowance and above the national scale
Start date: January 2027

The successful applicant will:

- Take an active part in following school protocol with regards to pupil safety and wellbeing through adhering to Hornsby House safeguarding procedures.
- Provide individual or small group learning support in both Literacy, Numeracy and wellbeing according to need and as directed by the SENDCo.
- Plan and deliver appropriate specialist teaching programmes for each pupil taught on a 1 to 1 basis. This will include meeting with and reporting back to parents, writing Pupil Profiles and end of year reports.
- Update Pupil Profiles and records on School Base as required.
- Liaise with class teachers with regards to monitoring support and progress.
- Supporting staff by suggesting and creating adaptations to main school planning and resources.
- Support the SENDCo with assessments to be used for access arrangements in exams.
- Supporting the SENCo in running of INSET to staff and parents.
- Attend departmental meetings, INSET as and when required.
- Contribute to the wider school life by running clubs and undertaking duties.

Person Specification

Attributes	Essential	Desirable
Qualifications and Education	Educated to degree level and QTS or equivalent.	Experience working within a Learning support Department OCR Level 5 SpLD qualification or equivalent.
Skills and abilities	Good interpersonal skills and ability to communicate effectively with parents, colleagues and pupils.	Use own initiative and ability to problem solve.

Personal qualities	Professional and open manner. Good sense of humour and calm approach. Reflective , caring and sensitive to needs of pupils and parents. Flexibility of thought. Committed attitude to special educational needs. Excellent communication, both verbal and written.	Willingness to adapt and learn new skills. Desire to develop and improve as a practitioner.