



Coventry City Council

## Job Description

**Job Title: Specialist Teacher**

**Job Number :**

**Post Number:**

**Service: Coventry SEND Support Service**

- SEMH & L Team

**Grade: Teachers + 1 SEN (an additional SEN available for relevant experience / masters level qualifications)**

**Location: Limbrick Centre, Coventry**

### **Our values:**

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### **Job Purpose:**

- To assist the Team Lead in the promotion and delivery of support to pupils, and school based staff within the area of Social, Emotional, Mental Health & Learning (SEMH & L).
- To provide schools with professional support within the framework of a traded model.
- To carry out duties in accordance with the current School Teachers' Pay and Conditions document and the Professional Standards for Teachers. The standards are progressive, reflecting the progression expected of teachers with experience. Post threshold teachers are expected to act as role models for teaching and learning, make a distinctive contribution to raising standards across the service, continue to develop expertise and provide regular coaching, mentoring and training to schools and less experienced colleagues.
- To carry out duties in accordance with all relevant corporate policies.

### **Main Duties and Responsibilities:**

Within the specialism of SEMH & L:

- To work in partnership with named schools to extend and develop their capacity to meet the needs of children with SEN, through coaching and modelling, direct work with pupils, training and support for staff.
- To work alongside the SENCo providing agreed support for both the strategic and operational role.
- Take specific case responsibility for named pupils referred to the team in accordance with the Code of Practice arrangements for SEND.
- Prepare, implement and monitor appropriate programmes or interventions in liaison with school staff and parents/carers.
- Demonstrate and articulate high expectations and set challenging targets for all children and staff.
- Maintain and develop appropriate records and provide reports for schools and the Team Lead, as required.
- Maintain and develop working partnerships which foster supportive and effective outcomes for pupils, staff and parents/carers.
- Contribute to the identification and assessment of pupils who require a Statutory Assessment of their Special Needs under the 2014 SEND Code of Practice.
- Contribute to the development of Coventry SEND Support Service and maintain high professional standards which support and enhance the reputation of the SEMH & L Team and the wider service.

- Promote and support the shared values of continual improvement, accountability and high quality provision.
- Keep abreast of SEN developments, literature, local and national guidance, and legislation.
- Attend such in-service training as is required.
- Engage in personal or team professional development activities which help the development of effective policy and practice within the Service and the authority
- Develop and deliver school-based and central INSET.
- Contribute to a positive service ethos in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount.
- Attend and participate in relevant meetings as required by the Team Lead.
- Undertake key tasks in accordance with Service development through agreement with the Team Lead.

A job description can never be fully descriptive or exhaustive. It is expected that you will, within reason, respond to unforeseen circumstances and emergencies as they arise, in a way that is commensurate with your qualifications, experience and seniority.

Changes to your role may need to be agreed from time to time, in the light of changing school and Service requirements and to support your further professional development.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:** Team Lead

**Date Reviewed:** Jan 2021



Coventry City Council

## Person Specification

<b>Job Title: Specialist Teacher</b>	<b>Job Number:</b>
<b>Service: Coventry SEND Support Service</b> • SEMH & L Team	<b>Post Number:</b>
<b>Location: Limbrick Centre, Coventry</b>	<b>Grade: Teachers + 1 SEN (an additional SEN available for relevant experience / masters level qualifications)</b>

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• An understanding of child development in relation to age related expectations in the area of SEMH &amp; L.</li> <li>• An awareness of a range of strategies and interventions associated with successful outcomes for pupils with SEMH &amp; L difficulties.</li> <li>• Knowledge of the primary and/or secondary curriculum and strategies for the differentiation of the curriculum for pupils with special needs.</li> </ul>
	<ul style="list-style-type: none"> <li>• An awareness of recent national and local guidelines and legislation which impacts on mainstream schools' provision for pupils with special needs.</li> </ul>
	<ul style="list-style-type: none"> <li>• A knowledge of observation techniques to support focused interventions which enable pupils to better access the curriculum.</li> </ul>
	<ul style="list-style-type: none"> <li>• The ability to evaluate the impact of interventions and a knowledge of approaches and resources to support pupils with SEND.</li> </ul>
	<ul style="list-style-type: none"> <li>• A knowledge of Inclusion.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner with high expectations of pupils with SEND.</li> </ul>
	<ul style="list-style-type: none"> <li>• Considerable inter-personal skills to establish positive relationships with pupils, parents/carers, schools and colleagues in the Service.</li> <li>• Ability to advise and demonstrate programmes of support for pupils.</li> </ul>
	<ul style="list-style-type: none"> <li>• Good organisational and time management skills.</li> </ul>
	<ul style="list-style-type: none"> <li>• A solution focused approach to problem solving.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to work both within a team or unsupervised and on own initiative.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to organise, chair and participate in meetings involving parents/carers, teachers and other professionals.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to safeguard children by developing appropriate relationships, personal boundaries and maintaining discipline.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to write simply and clearly so that it communicates effectively with a range of readers.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to support the planning and delivery of INSET.</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Significant relevant, successful classroom experience or experience of working in a support service.</li> <li>• SENCo experience desirable.</li> <li>• Evidence of successful work in supporting the attainment of pupils with SEMH &amp; L.</li> <li>• Evidence of planning and advising on successful interventions for children with SEMH&amp;L</li> </ul>
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<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Additional post graduate qualifications in areas of SEMH &amp; L is desirable but not essential.</li> </ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• <b>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</b></li> </ul>
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**Date Reviewed: Jan 2021**

**Updated:**