



Coventry City Council

Job Description

Job Title:	Teacher in Charge	Job Number:	
		Post Number:	
Service:	Learning and Wellbeing Support Service	Grade:	UPS + TLR2a SEN point depending on experience
Location:	Keys Base within Parkgate Primary School grounds		

Job Purpose:

1. To make a positive difference to the life chances of vulnerable children experiencing difficulties in their mainstream schools who may be excluded or at risk of exclusion.
2. To raise the attainment and wellbeing of pupils.
3. To work closely with mainstream schools to support staff, pupils and parent/carers.
4. To work within the requirements the 2014 SEND Code of Practice and support the Local Authority's Inclusion Strategy and School Improvement Strategy.
5. To carry out the duties of a school teacher in accordance with the current School Teachers' Pay and Conditions document.
6. To carry out duties in accordance with all corporate policies.

Main Duties and Responsibilities:

1. To be responsible for the day to day operational management of the centre.
2. To ensure curriculum planning meets the needs of all pupils – learning and wellbeing.
3. To provide a structured, nurturing environment.
4. To model effective strategies to support learning and wellbeing.
5. To lead by example, ensuring implementation and monitoring of good practice.
6. To maintain appropriate records and provide reports as required.
7. To undertake key tasks to develop practice and procedures within the primary Key Stage provision through agreement with the line manager.
8. To attend and participate in relevant meetings and reviews as required.
9. To support pupils, schools, parents/carers in the process of integration/reintegration.
10. To maintain and develop close liaison and working practices with key personnel in school, parents/carers, and other agencies and services within the Local Authority and Health.
11. To attend such in-service training as is required to maintain an up to date knowledge of professional initiatives.
12. Any other duties and responsibilities within the range of the salary grade.

This job description will be subject to annual review and set within the context of a developing service

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 Equality, 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: Assistant Head

Date Reviewed: September 2020

Updated: September 2020



Coventry City Council

Person Specification

Job Title:	Teacher in Charge – Primary Key	Job Number:	
		Post Number:	
Service:	Learning and Wellbeing Support Service	Grade:	UPS + TLR2a Plus SEN point depending on experience
Location:	Base with the grounds of Parkgate Primary school.		

Area	Description
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Knowledge:	<ul style="list-style-type: none"> An understanding of child development in relation to the acquisition of basic skills.
	<ul style="list-style-type: none"> An awareness of a range of strategies and interventions associated with successful planning for pupils with social, emotional and mental health difficulties.
	<ul style="list-style-type: none"> An awareness of recent national and local guidelines and legislation which impacts on mainstream schools' provision for pupils with special needs in particular the 2014 SEND Code of Practice.
	<ul style="list-style-type: none"> A knowledge of the primary curriculum and the range of strategies for the differentiation of the curriculum for pupils with a range of special needs.
	<ul style="list-style-type: none"> A knowledge of test and assessment materials and observation techniques which can be used to assess the progress of pupils with SEN.
	<ul style="list-style-type: none"> The ability to evaluate the impact of approaches and interventions for pupils with special needs.
	<ul style="list-style-type: none"> A knowledge of Inclusion.
	<ul style="list-style-type: none"> Awareness of child protection and safeguarding policies, protocols and procedures.
	<ul style="list-style-type: none"> An awareness of, and sympathetic and proactive approach towards, the difficulties likely to face children with social, emotional and mental health difficulties.

Skills and Abilities:	<ul style="list-style-type: none"> Excellent classroom practitioner.
	<ul style="list-style-type: none"> To work co-operatively and supportively within a whole school context.
	<ul style="list-style-type: none"> Considerable inter-personal skills to establish positive relationships with pupils, parents/carers, schools and colleagues in the Service.
	<ul style="list-style-type: none"> To be proactive and innovative in leading and managing the work of staff in the setting.
	<ul style="list-style-type: none"> To advise on programmes of support for pupils.
	<ul style="list-style-type: none"> To coach staff and lead by example.



Coventry City Council

People Directorate
Human Resources

	<ul style="list-style-type: none"> • To prioritise and respond positively to potentially stressful and challenging situations, supporting children, staff and parents/carers.
	<ul style="list-style-type: none"> • To participate in meetings involving parents/carers, teachers and other professionals as required.
	<ul style="list-style-type: none"> • To write simply and clearly so that it communicates effectively with a range of readers.
	<ul style="list-style-type: none"> • To have experience of using data to support planning.

Experience:	<ul style="list-style-type: none"> • Significant classroom experience.
	<ul style="list-style-type: none"> • Experience of planning and delivering programmes for pupils with special needs.
	<ul style="list-style-type: none"> • Leadership experience within a primary school setting is desirable

Educational:	<ul style="list-style-type: none"> • Qualified teacher status.
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Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
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Date Reviewed: **September 2020**

Updated: **September 2020**