

Job Description and Person Specification

SEMH Teacher at The Key

Job Details	
Grade	TPS/UPS + 1 or 2 SEN points depending on qualifications and experience
Service	Social Emotional Mental Health and Learning Team
Location	Parkgate/Howes Primary bases
Job Evaluation Code	

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

The Keys provide short-term, intensive support for Key Stage 1 and 2 pupils struggling with behaviour and at risk of exclusion. We aim to foster positive engagement in the classroom.

Pupils attend for 26 weeks in small groups, building resilience and skills. A personalised integration plan supports their return to mainstream school.

Our broad, creative curriculum is differentiated to ensure children achieve success.

We help children reintegrate into mainstream schools through personalised plans created by Key staff, school staff, parents, and pupils.

You will work in the SEMH & Learning team within Coventry's SEND Support Service. This role includes teaching, advising mainstream staff on adjustments, and potentially becoming a Team Teach tutor.

<https://www.coventry.gov.uk/coventry-send-support-service/keys>

Main Duties & Key Accountabilities	
Planning a flexible curriculum that meets pupils' educational entitlement and supports their behavioural, emotional, and social needs.	
Leading and managing pupil development.	
Developing and enhancing the teaching practice of other staff.	
Providing a nurturing environment with an emphasis on 'Enjoy and Achieve.'	
Preparing, implementing, and monitoring appropriate strategies in liaison with your line manager and other staff where appropriate.	
Maintaining appropriate records and providing reports as required, including relevant data.	
Attending and participating in relevant meetings and reviews as required.	
Leading on and supporting pupils in the process of integration/reintegration.	
Maintaining and developing close liaison and working practices with key school personnel, parents/carers, and other agencies within the Local Authority.	
Attending in-service training as required to maintain up-to-date knowledge of professional initiatives.	
Undertaking key tasks to develop practice and procedures within Key Stage 2 through agreement with the line manager.	

Key Relationships			
External:	Children & families Colleagues in schools and settings Social Care Health Police Family support services	Internal:	SEMHL Team Wider SEND Service Business support Team

Standard Information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

Overseeing the daily guidance and management of HLTA's.

Person Specification

Requirements

Knowledge	Understanding child development across all areas of SEND.
Knowledge	Applying strategies and interventions to support pupils with social, emotional, and mental health needs.
Knowledge	Keeping up to date with national and local legislation impacting SEND provision in mainstream schools.
Skills And Ability	Delivering high-quality teaching using trauma-informed and attachment-aware approaches.
Skills And Ability	Establishing positive relationships with pupils, parents/carers, schools, and colleagues using strong interpersonal skills.
Skills And Ability	Directing the work of teaching assistants to enhance pupil support.
Skills and Ability	Managing and responding positively to challenging situations.
Skills and Ability	Organising and leading meetings with parents, teachers, and other professionals.
Experience	Gaining significant classroom experience.
Experience	Planning and delivering programmes for pupils with special needs.
Experience	Working in a SEMH setting (desirable but not essential).
Experience	Recognising and following safeguarding procedures and policies.

Qualification	Holding relevant teaching qualifications.
Special Requirements	You will be expected to support children in schools across the city, therefore you will need to be able to travel across the city efficiently and effectively.

Declaration			
Reviewed/Created By:	Dawn Neale / Marie Rowley		
Job Title:	Intervention Managers	Date:	25/02/2025