

Job Description and Person Specification



Job Description

Job Title	SEMHL Specialist Teacher – Key Intervention
Grade	TPS/UPS + 1 or 2 SEN points depending on qualifications and experience
Service	Social Emotional Mental Health and Learning Team
Reports to	Assistant Head
Location	Parkgate/Howes Primary bases
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

The Keys are mainstream provisions for Key Stage 1 and Key Stage 2 pupils who are at risk of exclusion and are struggling to meet the behavioural expectations of their school. Short term, intensive support in a small group is provided to improve resiliency and skills and enable successful integration back into mainstream school. The provision is for 26 weeks with an integration plan to support return to their mainstream school. <https://www.coventry.gov.uk/coventry-send-support-service/keys>

We offer a broad and balanced creative curriculum which is differentiated in order to ensure that the children experience successful outcomes.

Our aim is for children to successfully return to their mainstream school following a personalised re-integration programme planned by Key and school staff, parents and pupils.

You will work as part of a service within the social, emotional, mental health and learning team (SEMH & Learning), part of Coventry's highly respected SEND Support Service. As part of this role, you will be expected to teach a class and advise colleagues in mainstream settings to make reasonable adjustments to meet the complex needs of the pupils we support. An interest in becoming a Team Teach tutor would be welcomed.

Main Duties & Key Accountabilities

Core Knowledge

1. To plan a flexible curriculum which meets the educational entitlement of pupils and supports their behavioural, emotional and social needs.
2. To lead and manage pupil development.
3. To develop and enhance the teaching practice of other staff.
4. To provide a nurturing environment with an emphasis on 'Enjoy and Achieve'.
5. To prepare, implement and monitor appropriate strategies in liaison with your line manager and other staff where appropriate.
6. To maintain appropriate records and provide reports as required, including relevant data.

7. To chair, attend and participate in relevant meetings and reviews as required.
8. To lead on and support pupils in the process of integration/reintegration.
9. 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.
10. To attend such in-service training as is required to maintain an up-to-date knowledge of professional initiatives.
11. To undertake key tasks to develop practice and procedures within the setting through agreement with the line manager.
12. To assess, manage and mitigate risk ensuring the safety of all individuals involved, while promoting positive outcomes for the child.

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.

Key relationships

<p>External Colleagues in schools and settings Social Care Health Police Family support services</p>	<p>Internal SEMHL Team Wider SEND Service Business support Team</p>
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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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	
Knowledge	
An understanding of child development in relation to all areas of SEND.	
An awareness of a range of strategies and interventions associated with successful planning for pupils with social, emotional and mental health needs	
An awareness of recent national and local guidelines and legislation which impacts on mainstream schools' provision for pupils with special needs.	
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.	
A knowledge of test and assessment materials and observation techniques which can be used to assess the progress of pupils with SEN.	
The ability to evaluate the impact of approaches and interventions for pupils with special needs.	
A knowledge of Inclusion and knowledge of a range of reasonable adjustments to support children with a range of complex needs.	
Awareness of child protection and safeguarding issues, policy, and procedures.	
An awareness of, and sympathetic and proactive approach towards, the difficulties likely to face children with social, emotional and mental health needs and the behaviours associated with that range of need.	
Experience	
Significant classroom experience.	
Experience of planning and delivering programmes for pupils with special needs.	
Experience within a SEMH setting would be desirable, but not essential	
Experience of implementing de-escalation strategies, creating tailored support plans, and maintaining a calm and composed approach in high-pressure scenarios.	
Skills and abilities	
Excellent classroom practitioner with the ability to implement effective trauma informed and attachment aware approaches.	
To work co-operatively and supportively within a whole school context	
Considerable inter-personal skills to establish positive relationships with pupils, parents/carers, schools and colleagues in the Service.	
To direct the work of teaching assistants	
To advise on programmes of support for pupils	

To support colleagues by example, modelling outstanding practice.
To prioritise and respond positively to potentially stressful and challenging situations.
To organise, chair and participate in meetings involving parents/carers, teachers and other professionals.
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
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).

Date Created	December 2023	Date Reviewed	January 2025
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