

# Job Description and Person Specification

## Specialist Teacher - Complex Communication Team

Job Details	
Grade	MPS/UPS + up to 2 SEN Points depending on qualifications and experience
Service	SEND Support Service, Complex Communication Team
Location	Cannon Park Annexe & educational settings across the city including home visits
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><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
To work closely with pupils, their families and our colleagues in education, health and care to improve outcomes for children and young people with autism and complex communication needs.

Key Responsibilities and Accountabilities	
To work in liaison with schools providing advice and strategies to improve outcomes for pupils with ASC and complex communication needs	
To work collaboratively with school staff including the SENCO, Class Teachers and Teaching Assistants, ensuring strategies are implemented, monitored and reviewed	
To work in partnership with parents and families and recognise that they are their child's first and most important teacher and also 'experts by experience'	
To develop children and young people's self-esteem so that they become confident individuals who are proud of who they are	
To work in partnership with the appropriate professionals to plan effectively and monitor progress for pupils with ASC and complex communication needs, including contribution to My Support Plans and Education, Health and Care Plans	
To tailor the work that is commissioned to meet the needs of the different school settings, providing training, group work, one to one work, observations, parent consultations and more	
To attend Annual/Termly reviews and planning meetings, preparing reports as appropriate	
To jointly devise and deliver training on Autism and complex communication needs to schools, teachers, teaching assistants	
To work with CCT Team Leader and colleagues to develop Coventry SEND Support Service and improve autism and complex communication provision across Coventry City	
To attend CCT meetings and professional development as appropriate and maintain an up-to-date knowledge of developments in the field of autism and complex communication needs.	
Any other duties and responsibilities within the range of the salary grade.	

Key Relationships			
External:	Students Staff at caseload schools Parents and families Health and social care professionals	Internal:	Specialist teachers from CCT A range of colleagues from Coventry SEND Support Service Statutory Assessment and Review Team

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>• carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; 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.</li> <li>• attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.</li> <li>• any other duties and responsibilities within the range of the salary grade.</li> </ul>

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	An in-depth knowledge of strategies to support children with ASC and complex communication within a mainstream school environment so that they are able to flourish
Knowledge	An understanding of effective ways to assess pupils' strengths and difference, and how to record and report on this in an accessible format
Knowledge	An understanding of The Code of Practice and other relevant legislation/guidance for working with children with SEN
Knowledge	An up-to-date knowledge of the National Curriculum, current developments in education and the pressures that are faced by mainstream colleagues
Skills and Ability	A commitment to working in partnership with pupils and parents: a sensitive, respectful approach and the desire to use pupil and parent voice to shape our service
Skills and Ability	A commitment to working in partnership with colleagues and other professionals from Health, Education and Social Care to ensure best outcomes for CYP with ASC and complex communication needs
Skills and Ability	The ability to give practical advice to staff on the differentiation of the curriculum, positive behaviour management strategies and the promotion of well-being and good mental health with regard to children and young people with ASC and complex communication needs
Skills and Ability	The ability to plan, deliver and assess the impact of a range of bespoke interventions to both groups and individual pupils across all key stages
Skills and Ability	The ability to listen and communicate effectively, both orally and in written form, to a variety of audiences, balancing the need for professionalism with the need for accessibility
Skills and Ability	The ability to put others at ease, gain trust and build relationships in a short space of time
Skills and Ability	A commitment to being a supportive member of a team who is both happy to share their own good practice and to also able to learn from others

Skills and Ability	Good organisational and IT skills with the ability to manage time effectively, maintaining a conscientious approach to the role with a healthy work/life balance
Skills and Ability	A positive, can-do attitude; a calm, flexible approach and a willingness to see the best in people
Experience	Experience of teaching children with autism and complex communication needs, within a mainstream or special school environment
Experience	Experience of delivering training and supporting parents and other professionals in meeting the needs of CYP with ASC and complex communication needs
Qualification	Qualified teacher Status Further SEN/ASC Qualifications/Training desirable but not essential
Special Requirements	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).

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Yes <a href="#">Find out which DBS check is right for your employee - GOV.UK</a>			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input checked="" type="checkbox"/>

Declaration			
Reviewed/created by:	Emma Whitmarsh-Knight		
Job Title:	CCT Team Leader	Date:	February 2026