

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Part Time Teacher of Mathematics
<b>Grade</b>	TMS/UPS + SEN1
<b>Service</b>	Hospital Education Service
<b>Reports to</b>	Head Teacher
<b>Location</b>	UHCW and Whitmore Park Annexe
<b>Job Evaluation Code</b>	1029424



## 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

To contribute to the development and the delivery of Maths teaching across the two pupil referral units of the Hospital Education Service: Whitmore Park Annexe (a small transition unit for pupils recovering from injury or illness (mental or physical), Wards 14-16 (University Hospital Coventry and Warwickshire) and on Home Tuition as required, while supporting a whole-service, team approach to the raising of standards of achievement and attainment of all pupils.

**This post will involve travelling across sites and working in pupils' own homes.**

## Main Duties & Key Accountabilities

### Core Knowledge

- To deliver the Mathematics KS3 and KS4 curriculum to given groups or individual children within the Service
- To ensure the appropriate GCSE and/or other accredited courses are selected and delivered in order to meet the individual learning needs of all pupils
- To maximise the use of data to ensure appropriate assessment, target setting, tracking and reporting measures are in place
- To apply the principles of 'Quality First' and 'Responsive' teaching in the classroom and ensure that pupils' social and emotional, as well as academic, needs are met
- To support the service's personal development priorities by fulfilling the role of a 'Lead Tutor'
- To take responsibility for putting in place interventions to ensure pupils make expected or better progress from initial baseline assessment and/or FFT predictions
- To ensure that appropriate resources and equipment are in place which are kept and maintained to expected standards
- To ensure that Safeguarding procedures are observed and adhered to
- To work effectively as a team member on whole-service initiatives and developments
- To engage in appropriate CPD to ensure knowledge and understanding of local and national developments and initiatives are kept up to date within Mathematics teaching and in education in general
- To support the Subject Leader for Maths in arranging opportunities for enrichment and engagement through visits, trips and events
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
Hospital Staff Social Workers	Teachers Teacher Assistants

## 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

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Knowledge of the Mathematics Curriculum at KS3 & KS4	
Knowledge of the content and requirements for success in a range of accredited courses including GCSE	
Knowledge of local and national initiatives in Mathematics teaching and current initiatives in education generally	
<b>Skills and Abilities</b>	
Ability to be flexible and responsive to changing demands	
Ability to effectively communicate with a range of audiences; pupils, parents, colleagues and other agencies	
Ability to support and advise other colleagues in the delivery of the curriculum	
<b>Experience</b>	
Experience of teaching pupils at KS3 & KS4	
Experience of teaching to GCSE and other accredited levels	
Experience of using data to set appropriate targets and to track and monitor progress	
Experience of working effectively as part of a team	
Experience of implementing intervention strategies to improve standards of teaching and learning and outcomes for all pupils	
Experience of working with pupils with Social, Emotional and Mental Health needs.	

<b>Qualifications</b>
Qualified Teacher Status
Evidence of continued and ongoing professional development
<b>Special Requirements</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>Date Created</b>	3/9/2018	<b>Date Reviewed</b>	5/10/23
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