



Coventry City Council

## Job Description

<b>Job Title:</b>	Co-ordinator of Primary Education/Teacher in Charge at UHCW	<b>Job Number:</b>	1003278
<b>Service:</b>	Education - Alternative Provision	<b>Grade:</b>	TMS/UPS + TLR 2:1
<b>Location:</b>	Hospital Education Service (UHCW)		

### 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.

### Job Purpose:

To lead on and oversee the development and delivery of Primary and Secondary Education on the Paediatric Wards at UHCW. To teach and coordinate the curriculum for Primary aged pupils referred to the Hospital Education Service.

### Main Duties and Responsibilities:

1. Lead the service in developments relating to the Primary Curriculum to secure ongoing school improvement.
2. Teach primary aged children (Reception, KS1 & KS2) according to the requirements of the National Curriculum within the Hospital School.
3. Work alongside and co-ordinate the work of other curriculum specialists to ensure that appropriate provision is in place for pupils within this Pupil Referral Unit.
4. Systematically monitor and review the implementation of the learning programme at UHCW to ensure that all of its elements are being addressed/delivered successfully and that the appropriate outcomes agreed by the Hospital Education Service, are achieved.
5. Actively contribute to and ensure the development and implementation of appropriate assessment, reporting and recording procedures.

6. Support colleagues (across the service) who contribute to the delivery of Primary education to ensure that individual pupils are supported in accessing their educational entitlement, liaising with other colleagues and agencies as appropriate.
  7. Take responsibility for the teaching of your subjects to pupils at the Hospital School, (and on Home Tuition/Whitmore Park Annexe when the need arises) preparing them for statutory assessment where necessary.
  8. Develop and maintain constructive working relationships with Primary and Secondary teachers at the Hospital School to ensure that children receive a consistently high-quality offer at UHCW.
  9. Develop and maintain constructive working relationships with relevant external agencies to support the continual development of relevant subject skills.
  10. Use specialist skills to adapt teaching, learning and curriculum delivery at UHCW to ensure that all pupils (despite illness, injury or special educational needs) can access their learning.
  11. Promote student independence in learning and the development of social skills, reinforcing students' self-esteem through praise and encouragement, setting challenging and demanding expectations and promoting independence.
  12. Support and contribute to the overall ethos/work/aims of the Hospital Education Service.
  13. Work, as appropriate, in partnership with the Senior & Extended Leadership Team on strategic planning and on developing policies relevant to the learning programme.
  14. Attend and participate in relevant meetings, CPD sessions, etc. as required.
  15. Undertake any other duties and responsibilities within the range of the salary grade.
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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**

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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 Workforce 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:** Sharon Cutler

**Date Reviewed:**

**Updated:** May 2021



Coventry City Council

## Person Specification

<b>Job Title:</b>	Co-ordinator of Primary Education/Teacher in Charge at UHCW	<b>Job Number:</b>	
<b>Service:</b>	Education – Alternative Provision	<b>Grade:</b>	TMS + TLR 2:1
<b>Location:</b>	Hospital Education Service/ UHCW		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Understanding of relevant legislation regarding children and young people with SEND and additional needs.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Knowledge of KS1/KS2 (with an awareness of KS3/4 Curriculum).</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Understanding of effective strategies in addressing academic and pastoral issues.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Knowledge of child protection and safeguarding.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Ability to lead, support, and motivate a small team.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Ability to demonstrate a range of strategies to motivate and enthuse disaffected learners.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Ability to motivate students to make excellent academic and pastoral progress, addressing disaffection.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Ability to communicate and work constructively with parents and other agencies.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Effectively deploy skills in using and maximising the potential of ICT software and hardware.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Ability to deliver an outstanding course within the relevant learning programme/s.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Ability to build positive working relationships with students and adults.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Ability to self-evaluate learning needs.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Ability to prioritise and work flexibly in response to changing demands/pupil cohorts.</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with students with Social, Emotional &amp; Mental Health needs.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Experience of working with students with additional learning needs.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Experience of working successfully with students with complex barriers to learning, including those who are disaffected.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Experience of working constructively with parents and other agencies.</li> </ul>

<b>Educational:</b>	▪ Teaching qualification essential.
	▪ Good Literacy and Numeracy skills.
	▪ Evidence of continuing professional development.
	▪ Degree in subject desirable.

<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).
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**Date Reviewed:** May 2021

**Updated:**