

Job Description and Person Specification



Job Description

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| Job Title | Teacher of English (Part-time 0.4) |
| Grade | UPS (1-3) + SEN Allowance |
| Service | Hospital Education Service |
| Reports to | Headteacher – Sharon Cutler |
| Location | Whitmore Park Annexe |
| 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

Purpose of the role / Output

To take responsibility for the planning and teaching of English Language and English Literature across the three elements 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 plan and implement reading improvement programmes for Secondary aged pupils who cannot yet read accurately or fluently (using SSP)
- To co-plan and implement a well-sequenced Foundation English curriculum to pupils who fallen behind with their learning at KS3
- To co-plan and implement a well-sequenced English curriculum to pupils who are working below age-related expectation at KS4
- To deliver reading improvement programmes for Secondary aged pupils who cannot yet read accurately or fluently (using SSP) if required
- To co-plan and teach GCSE and other accredited courses in order to meet individual learning needs
- To use baseline and interim data from assessments to set targets and measure and monitor progress, in order to ensure all pupils are reaching their full potential.
- To develop strategies to ensure all pupils achieve their targets and are prepared for the next phase of their learning
- To keep records and report to a range of audiences regarding pupil progress, new initiatives and service-wide developments.
- To contribute to self-evaluation and curriculum development plans for English (and lead on developments for whole-service literacy)
- To ensure appropriate resources and equipment are in place and that these are maintained to a high standard to support pupils' progress
- To support the Subject Leader for English in arranging opportunities for enrichment and engagement through local author/library visits, theatre trips and events
- To apply the principles of 'Quality First Teaching' and 'adaptive' teaching in the classroom and ensure that pupils' social and emotional, as well as academic, needs are met
- Work collaboratively with the Subject Leader for English to ensure pupils make expected or better progress from initial baseline assessment and/or FFT predictions
- Follow safeguarding policies and practices
- Work efficiently as a team member contributing to the wider developments of the whole service
- Engage in appropriate CPD to ensure subject and all national and local developments are known and understood

Key relationships

| External | Internal |
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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

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| Job Evaluation Code | |
| Knowledge | |
| Knowledge of the English 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 English teaching and current initiatives in education generally | |
| Skills and Abilities | |
| 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 | |
| Ability to actively contribute to and ensure the development and implementation of appropriate assessment, reporting and recording procedures. | |
| Experience | |
| 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. | |
| Qualifications | |
| Qualified Teacher Status essential | |
| Evidence of continued and ongoing professional development | |
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| 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).

| Date Created | | Date Reviewed | |
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