



Coventry City Council

Job Description

Job Title:	Specialist Teacher	Job Number:	
Service:	Complex Communication Team, Coventry SEND Support Service	Grade:	MPS/UPS + up to 2 SEN Points depending on qualifications and experience
Location:	Limbrick Wood Centre		

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 work in partnership with Coventry mainstream primary and secondary school staff to improve educational and social inclusion opportunities for pupils with ASC and complex communication needs
- To collaborate with children and young people, families and other professionals from Health, Education and Social Services in order to improve outcomes for children and young people with ASC and complex communication needs their families.
- To keep the Service up-to-date and informed of LEA and DfES guidance, initiatives and policies, with regard to inclusion and education

Main Duties and Responsibilities:

- 1) To work in liaison with schools providing advice on interventions, methodologies and strategies for pupils with ASC and complex communication needs
- 2) To give advice to schools to address all aspects of the dyad of impairments and ASC specific needs
- 3) To work collaboratively with school staff including the SENCO, Class Teachers and Teaching Assistants, ensuring strategies are implemented, monitored and reviewed
- 4) 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 Plans
- 5) To ensure that pupils' and parents' thoughts and wishes are considered throughout any intervention
- 6) To attend Annual/Termly reviews and planning meetings, preparing reports as appropriate

- 7) To keep records of interventions, write reports for schools giving advice and strategies, as well as reports for Education, Health and Care Plans as requested
 - 8) To jointly devise and deliver training on Autism and complex communication needs to schools, teachers, teaching assistants
 - 9) To work with CCT Team Leader and colleagues to develop Coventry SEND Support Service and improve autism and complex communication provision across Coventry City
 - 10) 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.
 - 11) 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

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: CCT Team Leader (Emma Whitmarsh-Knight)

Date Reviewed:

Updated:

January 2021



Coventry City Council

Person Specification

Job Title:	Specialist Teacher	Job Number:	
Service:	Complex Communication Team, Coventry SEND Support Service	Grade:	UPS + up to 2 SEN Points depending on qualifications and experience
Location:	Limbrick Wood Centre/President Kennedy ERP		

Area	Description
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Knowledge	<ul style="list-style-type: none">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
	<ul style="list-style-type: none">An understanding of effective ways to assess pupils' strengths and difference, and how to record and report on this in an accessible format
	<ul style="list-style-type: none">An understanding of The Code of Practice and other relevant legislation/guidance for working with children with SEN.
	<ul style="list-style-type: none">An up-to-date knowledge of the National Curriculum, current developments in education and the pressures that are faced by mainstream colleagues

Skills and Abilities:	<ul style="list-style-type: none">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
	<ul style="list-style-type: none">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
	<ul style="list-style-type: none">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
	<ul style="list-style-type: none">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
	<ul style="list-style-type: none">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
	<ul style="list-style-type: none">The ability to put others at ease, gain trust and build relationships in a short space of time

	<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • A positive, can-do attitude; a calm, flexible approach and a willingness to see the best in people

Experience:	<ul style="list-style-type: none"> • Experience of teaching children with autism and complex communication needs, within a mainstream or special school environment.
	<ul style="list-style-type: none"> • Experience of delivering training and supporting parents and other professionals in meeting the needs of CYP with ASC and complex communication needs

Educational:	<ul style="list-style-type: none"> • Qualified teacher Status
	<ul style="list-style-type: none"> • Further SEN/ASC Qualifications/Training desirable but not essential

Special Requirements:	<ul style="list-style-type: none"> • 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:

Updated: Jan 2021