

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Specialist Teacher
<b>Grade</b>	MPS/UPS + up to 2 SEN Points depending on qualifications and experience
<b>Service</b>	Complex Communication Team
<b>Reports to</b>	Emma Whitmarsh-Knight, CCT Team Lead
<b>Location</b>	Cannon Park Annexe
<b>Job Evaluation Code</b>	





## About the Service your team will provide

The Complex Communication Team is part of Coventry's SEND Support Service. It is a traded service that is widely respected in Coventry schools. We are specialist teachers who 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. We offer a wide variety of services including: informal specialist assessment; lesson observations and advice; one to one work with students; meetings with parents; and bespoke training for the setting.

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

## 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>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• An understanding of effective ways to assess pupils' strengths and difference, and how to record and report on this in an accessible format</li> </ul>	
<ul style="list-style-type: none"> <li>• An understanding of The Code of Practice and other relevant legislation/guidance for working with children with SEN</li> </ul>	
<ul style="list-style-type: none"> <li>• An up-to-date knowledge of the National Curriculum, current developments in education and the pressures that are faced by mainstream colleagues</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• The ability to put others at ease, gain trust and build relationships in a short space of time</li> </ul>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	

<ul style="list-style-type: none"> <li>• 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</li> </ul>
<ul style="list-style-type: none"> <li>• A positive, can-do attitude; a calm, flexible approach and a willingness to see the best in people</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Experience of teaching children with autism and complex communication needs, within a mainstream or special school environment.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of delivering training and supporting parents and other professionals in meeting the needs of CYP with ASC and complex communication needs</li> </ul>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Qualified teacher Status</li> <li>• Further SEN/ASC Qualifications/Training desirable but not essential</li> </ul>
<b>Special Requirements</b>
<ul style="list-style-type: none"> <li>• 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).</li> </ul>

<b>Date Created</b>		<b>Date Reviewed</b>	January 2021
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