

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Teacher
<b>Grade</b>	TMS1-UPS 3 + SEN1
<b>Service</b>	Education – Alternative Provision
<b>Reports to</b>	
<b>Location</b>	Coventry Extended Learning Centre
<b>Job Evaluation Code</b>	



# 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 be responsible for the teaching and development of students' skills in your allocated subject/s.

## Main Duties & Key Accountabilities

1. In consultation with the relevant department and Lead Teacher (where appropriate), establish and maintain a broad, balanced, relevant and vibrant learning programme as an integral part of the overall curriculum plan.
2. Systematically maintain, review and develop the learning programmes taught to ensure their continuing success and relevance to the students.
3. Systematically monitor and review the implementation of the learning programme to ensure that all of its elements are being addressed successfully and that the appropriate outcomes specified for students meet or exceed the targets agreed by the CELC, in line with the national recommendations for Alternative Provision.
4. Actively contribute to and ensure the development and implementation of appropriate assessment, reporting and recording procedures.
5. Support colleagues who contribute to the development of your allocated subject/s to ensure that individual students are supported in addressing their educational and pastoral issues, liaising with other colleagues and agencies as appropriate.
6. Take responsibility for the teaching of your subject to your allocated pupils across the ELC sites.
7. Develop and maintain constructive working relationships with students to promote progress, providing constructive feedback.
8. Develop and maintain constructive working relationships with relevant external agencies to support the continual development of relevant subject skills for students.
9. Use specialist skills to de-escalate difficulties involving students and physically intervene if required, within the CELC's guidelines and in accordance with Team Teach training.
10. Assist in facilitating detentions, during and after the school day.

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 CELC.
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. Act as Key Worker to identified students, taking a lead role in their support and progress.
15. Attend and participate in relevant meetings, CPD sessions, etc. as required.
16. Undertake any other duties and responsibilities within the range of the salary grade.

**JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OR ALL OF THE FOLLOWING:**

## Key relationships

External	Internal
Schools Parents/carers	Teaching Assistants Students Pastoral Staff SEN

## 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>	
Understanding of relevant legislation regarding children and young people with SEND and additional needs.	
Knowledge of KS3/4 Curriculum.	
Understanding of effective strategies in addressing academic and pastoral issues.	
Knowledge of child protection and safeguarding.	
<b>Skills and Abilities</b>	
To be able to work constructively as part of a team.	
Ability to demonstrate a range of strategies to motivate and enthuse disaffected learners.	
Ability to motivate students to make excellent academic and pastoral progress, addressing disaffection.	
Ability to communicate and work constructively with parents and other agencies.	
Effectively skills in using and maximising the potential of ICT software and hardware.	
Ability to deliver an outstanding course within the relevant learning programme/s.	
Ability to build positive working relationships with students and adults.	
Ability to self-evaluate learning needs.	
Skills in positive, assertive behaviour management.	
<b>Experience</b>	
Experience of working with students with Social, Emotional & Mental Health needs.	

Experience of working with students with additional learning needs.
Experience of working successfully with students with challenging behaviour, including those who are disaffected.
Experience of working constructively with parents and other agencies.
<b>Qualifications</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).

<b>Date Created</b>	April 2019	<b>Date Reviewed</b>	November 2022
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