



Coventry City Council

Job Description

Job Title:	Teacher of English	Job Number:	
Service:	Education - Alternative Provision	Grade:	TMS/UPS + SEN1
Location:	Coventry Extended Learning 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 be responsible for the teaching and development of students' English and Literacy skills.

Main Duties and Responsibilities:

1. In consultation with the Lead Teacher of English, 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 deliver English and Literacy development 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 English to pupils at your main Centre.



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7. Develop and maintain constructive working relationships with relevant external agencies to support the continual development of English and Literacy skills for students.
8. Establish constructive relationships with students, providing feedback to them in relation to progress and achievement.
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 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.

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: Lead teacher of English

Date Reviewed:

Updated:





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Area	Description
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Knowledge:	<ul style="list-style-type: none"> ▪ Understanding of relevant legislation regarding children and young people with SEND and additional needs.
	<ul style="list-style-type: none"> ▪ Knowledge of KS3/4 Curriculum.
	<ul style="list-style-type: none"> ▪ Understanding of effective strategies in addressing academic and pastoral issues.

Skills and Abilities:	<ul style="list-style-type: none"> ▪ To be able to work constructively as part of a team.
	<ul style="list-style-type: none"> ▪ Ability to demonstrate a range of strategies to motivate and enthuse disaffected learners.
	<ul style="list-style-type: none"> ▪ Ability to motivate students to make excellent academic and pastoral progress, addressing disaffection.
	<ul style="list-style-type: none"> ▪ Ability to communicate and work constructively with parents and other agencies.
	<ul style="list-style-type: none"> ▪ Effectively skills in using and maximising the potential of ICT software and hardware.
	<ul style="list-style-type: none"> ▪ Ability to deliver an outstanding course within the English and Literacy learning programme.
	<ul style="list-style-type: none"> ▪ Ability to build positive working relationships with students and adults.
	<ul style="list-style-type: none"> ▪ Ability to self-evaluate learning needs. ▪ Skills in positive, assertive behaviour management.

Experience:	<ul style="list-style-type: none"> ▪ Experience of working with students with Social, Emotional & Mental Health needs.
	<ul style="list-style-type: none"> ▪ Experience of working with student with additional learning needs.
	<ul style="list-style-type: none"> ▪ Experience of working successfully with students with challenging behaviour, including those who are disaffected.
	<ul style="list-style-type: none"> ▪ Experience of working constructively with parents and other agencies.

Educational:	<ul style="list-style-type: none"> ▪ Teaching qualification essential.
	<ul style="list-style-type: none"> ▪ Good Literacy and Numeracy skills.
	<ul style="list-style-type: none"> ▪ Evidence of continuing professional development.

	▪ Degree in English or equivalent subject desirable.
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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).
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Date Reviewed:

Updated: