



Coventry City Council

Job Description

Job Title:	Lead Teacher	Job Number:	
Service:	Education - Alternative Provision	Grade:	TMS/UPS + SEN1 + TLR 2a
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 leading on the teaching and development of staff and students' skills and performance in your allocated subject.

Main Duties and Responsibilities:

1. Develop and implement a strategy for your subject department to establish and maintain a broad, balanced, relevant and vibrant learning programme as an integral part of the overall curriculum plan. This should be outlined and monitored through your Curriculum Development Plan & Subject Strategic A3 Plan, for which you will take responsibility.
2. Carry out the appraisal of your subject department staff.
3. Co-ordinate staff CPD to ensure high quality delivery of your subject.
4. Maintain an overview of and actively contribute to Quality Assurance activities for your department staff (including curriculum planning and lesson observations).
5. Support and challenge colleagues within your department to ensure that they effectively identify and support the needs of individual students so that they make expected or better progress.
6. Systematically monitor and review the implementation of the learning programme across your department 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.

7. Contribute to the selection and moderation of assessments used to generate predicted grades.
8. Systematically maintain, review and develop the learning programmes taught to ensure their continuing success and relevance to the students.
9. Actively contribute to and ensure the development and implementation of appropriate assessment, reporting and recording procedures.
10. 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.
11. Take responsibility for the teaching of your subject to your allocated pupils across the ELC sites.
12. Develop and maintain constructive working relationships with students to promote progress, providing constructive feedback.
13. Develop and maintain constructive working relationships with relevant external agencies to support the continual development of relevant subject skills for students.
14. 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.
15. Assist in facilitating detentions, during and after the school day.
16. 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.
17. Support and contribute to the overall ethos/work/aims of the CELC.
18. Work, as appropriate, in partnership with the Senior & Extended Leadership Team on strategic planning and on developing policies relevant to the learning programme.
19. Act as Key Worker to identified students, taking a lead role in their support and progress.
20. Attend and participate in relevant meetings, CPD sessions, etc. as required.
21. 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: Subject department staff

Responsible to: SLT member responsible for specific subject department

Date Reviewed: December 2019

Updated: December 2019



Coventry City Council

Person Specification

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Location:	Coventry Extended Learning Centre		

Area	Description
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Knowledge:	▪ Robust knowledge of the curriculum area being led.
	▪ Thorough understanding of relevant legislation regarding children and young people with SEND and additional needs.
	▪ Robust knowledge of KS3/4 Curriculum.
	▪ Understanding of effective strategies in addressing academic and pastoral issues.
	▪ Knowledge of child protection and safeguarding.

Skills and Abilities:	▪ To be able to lead and motivate a team to drive standards (including delivering robust support and challenge).
	▪ Ability to work with CELC leadership team in order to make an active contribution to driving forward the strategic vision of the CELC.
	▪ 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.

Experience:	▪ Significant experience of working with students with Social, Emotional & Mental Health needs.
	▪ Significant experience of working with students with additional learning needs.
	▪ Significant experience of working successfully with students with challenging behaviour, including those who are disaffected.
	▪ Experience of working constructively with parents and other agencies.

Educational:	▪ Teaching qualification essential.
	▪ Good Literacy and Numeracy skills.
	▪ Evidence of continuing professional development.
	▪ Degree in subject desirable.

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: December 2019

Updated: December 2019