

# Hertfordshire County Council

## Job Outline



**JOB TITLE:** ESMA Senior Teacher  
**GRADE:** MPS/UPS + SEN + TLR2a  
**REPORTS TO:** Lead Teacher  
**TEAM:** Integrated Services for Learning (ISL)  
**DEPARTMENT:** Children's Services

### **Purpose of the Job**

- To support a countywide ESMA teaching agenda.
- Support the leading of the Educational Support for Medical Absence (ESMA) service ensuring co-production quality and equity of service delivery, under the direction of the Lead Teacher.
- To lead the curriculum development, planning and implementing the national curriculum in the core subject, ensuring outstanding teaching and learning, working in partnership with the school, family and child/young person.
- To lead a team of teachers, and support staff to deliver an effective teaching programme to support access to learning and ensuring all children and young people make excellent progress.
- Monitor, evaluate and continually improve the quality of planning, teaching and assessment in the core subjects.
- Analyse student performance data and respond to the outcomes of assessment to ensure appropriate planning, teaching and interventions are in place to keep all students on track to achieve their personal targets.
- To ensure financial accountability and robust governance regarding ESMA activities within the assigned ISL area(s).
- To work collaboratively and flexibly with parents, schools and colleagues both within Children's Services and across Local Partnerships, to ensure high quality education is available to meet the needs of children and young people requiring the ESMA service.

## **Main Areas of Responsibility**

You are required to carry out the professional duties of a teacher, as specified in the current School Teachers' Pay and Conditions Document (STPCD).

The duties and responsibilities listed below describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

- Undertake a directed time teaching timetable (60%) predominantly of the most complex students, and by example, provide a good professional model as practitioner.
- To be an outstanding teacher leading on outstanding practice.
- To lead up to two curriculum areas (KS4 English, KS4 Maths, KS4 Science, Reception to KS3).
- To lead on area of responsibility Health and/or SEND.
- Line manage ESMA Teachers and ESMA Variable Hours Teachers allocated to the post holder by the Lead Teacher for ESMA, and quality assured teaching practice via performance appraisals.
- Support assigned Teachers to fulfil the responsibilities of their role by providing supervision, mentoring, coaching and by carrying out performance management in line with Teachers' Terms and Conditions, under the guidance of the Lead Teacher for ESMA.
- To manage a case load, including some of the most complex students, that is planned, assessed and reviewed within specified timeframes in line with the ESMA Service Plan and Teacher Standards
- Allocate, coordinate and track provision based on graduated response.
- Monitor and evaluate the caseload delivery of ESMA Teachers
- Lead Planning Meetings to coordinate the creation of the pupil's Holistic Support Plan and ensure input from all identified stakeholders.
- To liaise with referring school for assessment guidance and recording of pupil's progress in the subject area and HCC database.
- Monitor children's performance and outcomes for assigned ISL region(s) including reintegration, pupil exam results, and post-16 destinations
- Coordinate reintegration and transition between settings in HCC, ensuring coordination with all agencies working with the child.
- Quality assure educational plans for pupils receiving support (i.e. IHP, HCC reduced timetable proforma, Holistic Support Plan (HSP)).
- To develop the curriculum policy and targets for subject area(s) and to monitor delivery of the curriculum area(s).
- To assess impact and outcomes of service delivery in the ISL area(s).
- Coach and support ESMA staff in the implementation of curriculum policy and suggested schemes of work.
- Lead service-based INSET in the curriculum area(s) and health/SEND training.
- Keep abreast with and raise colleagues' awareness of recent developments in teaching in identified curriculum area.

- Work collaboratively with other Senior Teacher(s) to develop and support quality models of teaching and learning which support and develop pupil progress
- Provide a whole family approach providing guidance, information and reassurance to parents/ carers.
- Prioritise and advise the Lead Teacher of resources required for the curriculum area(s).

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

### Essential

- Educated to degree level and hold Qualified Teacher Status
- Minimum five years relevant and successful teaching and relevant leadership experience
- Recent classroom experience, practice knowledge for the subject (English, Maths, Science).
- Be an outstanding teacher leading on exemplar practise (English, Maths, Science).
- Able to demonstrate a thorough understanding of relevant high-quality teaching and learning and lead by example
- Able to develop and use quality models of teaching and learning to support and enable pupil progress
- Able to monitor and evaluate the planning of learning on a regular basis, and direct staff as required
- Able to evaluate practice and evidence the impact of interventions
- In-depth knowledge and understanding of best practice in relation to meeting the needs of children and young people (5-16) with health and SEND
- Excellent communication and technology (ICT) skills e.g. Excel; Word; PowerPoint etc
- Ability to use data and performance measures to evaluate practice, evidence outcomes and identify areas for development
- Commitment to promoting equal opportunities and diversity
- Ability to prioritise work within a multi-professional team reflecting service priorities
- Able to travel independently – current driving licence

### Desirable

- Hold relevant additional qualification in a specialist area e.g. SEND, Autism, SpLD, SLCN, PNI, National SENCO Award, Inclusion, etc.

## **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability)

