

Hertfordshire County Council Job Outline



JOB TITLE: ESMA Teacher
GRADE: MPS/UPS + SEN
REPORTS TO: Senior Teacher
TEAM: Access, Inclusion and Alternative Provision
DEPARTMENT: Education Provision and Access - Children's Services

Purpose of the Job

- To support a countywide ESMA teaching agenda.
- To ensure that the educational progress of children and young people with a range of health and SEND needs, are met in line with Statutory Guidance and HCC strategic objectives.
- Teach both groups and individual pupils, ensuring that planning, preparation, recording assessment and reporting meet their varying learning, medical and social needs.
- Maintain the positive ethos and core values of HCC within the "classroom physical & virtual"/school /home and other settings.
- Ensure that the current national standards/conditions for schoolteachers are met.
- To deliver quality teaching, ensuring a partnership approach with the school, family and child/young person at the centre.
- To ensure all the relevant partner agencies are engaged at an early stage to meet the needs of children and young people to achieve their full potential.
- To interact on a professional level with colleagues to establish and maintain productive relationships with them, in order to promote mutual understanding of the core subjects, with the aim of improving the quality of teaching and learning in the service.
- To work collaboratively with other colleagues, both within and outside Children's Services, including the Delivering Special Provision Locally Partnerships, to promote early intervention and assessment
- To actively participate in personal, and service professional development which will both enhance expertise and the ability of the post-holder and the effective work of the 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).

- Undertake a full directed time teaching timetable and by example, provide a good professional model as practitioner.
- To undertake the teaching of a subject specialism, in accordance with the School Teachers Professional Standards, as well as pastoral and administrative duties of pupils allocated.
- Accurately and consistently baseline pupils to ensure planning is appropriate to meet the individual needs of the pupils, taking into account any gaps in learning.
- Monitor and evidence pupil performance including attainment progress, exam results and successful reintegration, keeping appropriate and efficient records, to inform pupil's Holistic Support Plan.
- Responsible for the supervision of the work of teaching assistants allocated to support teaching groups.
- Lead on Review meetings to coordinate the Holistic Support Plan and input from all relevant stakeholders.
- Strengthen pedagogical and subject knowledge and keep up to date with National Curriculum.
- Implement agreed service/HCC policies and guidelines.
- To manage a case load that is planned, assessed and reviewed within specified timeframes in line with service practice.
- Mark and monitor work and homework, providing constructive feedback and setting targets for future progress.
- Maintain the positive ethos and core values of HCC within the "classroom physical & virtual"/school /home and other settings.
- Participate in HCC's arrangements for performance management and other professional development activities.
- Work collaboratively with identified professionals working with the child to create a Holistic Support Plan to enable reintegration to HCC school.
- Represent the service as required and undertake statutory work as directed.
- Support initiatives decided by the Lead Teacher.
- Coordinate an area(s) of the curriculum as assigned by the Senior Teacher.
- Be familiar with the Code of Practice and identification, assessment and support of pupils with SEN.

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.

PERSON SPECIFICATION

Essential

- Educated to degree level and hold Qualified Teacher Status.
- Minimum five years relevant and successful teaching experience.
- You will have recent classroom experience, practice knowledge for the subject specialism (English, Maths, Science).
- Able to demonstrate a thorough understanding of relevant high-quality teaching and learning.
- In-depth knowledge and understanding of best practice in relation to meeting the needs of children with health and SEND.
- Ability to model excellent practice and lead by example.
- Be able to evaluate practice and evidence the impact of interventions.
- Ability to use data and performance measures to evaluate practice, evidence outcomes and identify areas for development.
- Commitment to promoting equal opportunities and diversity.
- Excellent communication and technology (ICT) skills.
- 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 etc.

Additional Information

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.

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.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, 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.