

Hertfordshire County Council

Job Outline



JOB TITLE: Senior Teacher

GRADE: MPS/UPN + SEN + TLR

REPORTS TO: Lead Teacher

TEAM: Access, Inclusion & Alternative Provision

DEPARTMENT: Education Directorate, Children's Services

Purpose of the Job

The HITS Senior Teacher plays a pivotal role in delivering a high-quality, countywide teaching service for children and young people who are unable to attend school, and who hold Education, Health and Care Plans (EHCPs). This role supports the HITS Lead Teacher in ensuring that all education provided through HITS is ambitious, well-sequenced, personalised, and aligned with EHCP outcomes and preparation for adulthood.

The post holder leads high-quality teaching practice, oversees functional areas of curriculum and reintegration delivery, provides line-management and coaching to HITS Teachers and Tutors, and maintains a teaching commitment of approximately 40% focused on the most complex learners. They ensure that personalised teaching, reintegration pathways and multi-agency plans remain coherent, well-monitored and responsive to need, contributing to the local authority's duties under Section 19 of the Education Act.

Main Areas of Responsibility

Teaching & Learning

- Deliver high-quality, ambitious teaching for Children Missing Education (CME) with complex SEND, maintaining a 40% teaching commitment.
- Lead functional areas including curriculum sequencing, personalised learning design, digital/online and face-to-face pedagogy and assessment.
- Co-produce, deliver and review personalised education and reintegration programmes aligned to EHCP outcomes.
- Monitor progress, engagement, attendance and reintegration readiness using data to inform teaching adaptations.

- Support the Lead Teacher with the HITS Teaching & Learning Quality Framework, including planning scrutiny, lesson observations and work sampling (KS1-KS4).
- Evaluate the impact of digital learning platforms, tools and specialist resources to ensure safe and effective use.

Multi-agency & Panel Responsibilities

- Prepare evidence and recommendations for the Interim Provision Panel (IPP) and contribute to decisions on provision pathways.
- Work collaboratively with schools, alternative provision providers, EHCCOs, health/CAMHS, Attendance teams and SfYP to secure coordinated support.
- Develop coherent, needs-led multi-agency plans that support education, wellbeing and reintegration.
- Represent HITS at professional meetings and contribute to statutory processes as required.

Workforce Development

- Line-manage a cluster of HITS Teachers and Reintegration Officers, providing supervision, coaching and performance management.
- Lead CPD in assigned functional areas to strengthen curriculum delivery, SEND practice and reintegration approaches.
- Model outstanding practice and provide developmental feedback to improve teaching quality across HITS.

Operational Delivery & Performance

- Create and manage teaching timetables for allocated staff, ensuring efficient deployment and equitable workloads.
- Organise student groupings based on need, risk factors, curriculum pathway and reintegration readiness.
- Monitor service performance across assigned caseloads and areas, contributing data to improvement reports.
- Ensure value for money by monitoring teaching hours, group sizes, delivery models and resource use.
- Contribute to the delivery of the HITS Service Improvement Plan and ensure alignment with statutory duties.

Commissioning, Sufficiency & Equity

- Identify needs, gaps and sufficiency issues across the county to support service planning.
- Promote fair and equitable access to high-quality education for all CME learners in Hertfordshire.

Safeguarding Responsibilities

- Act as a safeguarding lead within HITS, ensuring compliance with statutory guidance and HCC policy.
- Ensure digital safeguarding and safe online learning practices are implemented and monitored.
- Lead risk assessments for online, home-based and small-group education, ensuring effective escalation pathways.

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 (QTS)
- Minimum five years relevant and successful teaching and relevant leadership experience.
- Ability to teach English and Maths up to KS4 with secure subject knowledge.
- Be able to evaluate practice and evidence the impact of interventions.
- Experience teaching pupils with significant SEND (e.g. SEMH, ASD, SLCN, SLD).
- Experience working with pupils who are out of school.
- Strong understanding of reintegration practice and inclusive pedagogy.
- Evidence of designing, implementing or contributing to reintegration plans and strong understanding of reintegration planning and inclusive practice.
- Understanding of statutory responsibilities, including EHCP implementation and Section 19 duties.
- Ability to work effectively in challenging and emotionally complex situations, with professional resilience and sound judgements.
- Excellent communication and partnership-working skills.
- Experience coaching, mentoring or line-managing staff.
- Ability to use data to monitor progress and inform intervention.
- Excellent organisation skills and the ability to manage complex cases.
- Full driving licence and access to a vehicle.

Desirable

- Experience working in or alongside alternative provision or outreach services
- Experience of multi-agency planning, including working with professionals across SEND, health and social care.
- SEND-related qualifications (e.g. NASENCo, ASD, SpLD, SEMH).
- Training or accreditation in trauma-informed, restorative or therapeutic approaches.
- Experience analysing pupil data to inform provision, progress, tracking or service improvement.
- Experience contributing to service development.

Additional Information

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).