# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Teacher

# DEPARTMENT: Children’s Services

# LOCATION: Lewes, Eastbourne or Hastings

# GRADE: Main/Upper Range

# RESPONSIBLE TO: Deputy Service Manager

# Purpose of the Role:

To ensure that high quality teaching is provided to children absent from school due to medical needs, and other reasons in line with their peers and to ensure that they make progress.

# Key tasks:

1. To hold a teaching caseload, delivered over 1265 hours across 39 weeks. Plan and deliver specialist teaching sessions to individuals and groups of children and young people absent from school due to medical needs, and other reasons in line with their peers and to monitor their progress and achievements. Promoting best practice regarding language acquisition, curriculum access and attainment.
2. Model person-centred planning across the service and with key partners, ensuring that outcomes-based assessment is evident in all areas of work with a clear focus on engagement with families, children and young people.
3. Ensure that all work delivered is in line with the wider aspirations of ISEND and exploits opportunities for integrated working with partners at every opportunity.
4. Establish an appropriate programme for each young person allocated support, in conjunction with school staff and other agencies, supporting the development and review of school-based plans and education support packages.
5. To provide eduational provision for children (unable to attend school due to medical and other needs, via a virtual learning environment, in their own home, at a ISEND Teaching & Learning Centre, at an agreed location or hospital.
6. To write reports on the education provided and progress made in time for the SBP meeting and review progress in liaison with the school, parents and the pupil
7. Ensure, through accurate pupil level information, that children absent from school due to medical needs, and other reasons in line with their peers achieve in line with challenging expectations within the National Curriculum and promote the capacity of schools to meet the needs of pupils by strengthening their expertise of whole school, classroom and individual strategies, taking responsibility for the progression of all children on teaching caseload.
8. To take responsibility for developing an agreed curriculum area and /or an area identified on the service performance inprovement plan.
9. To provide planned work/extension activites for support staff to deliver.
10. To liaise with colleagues across ISEND and other services, medical and school staff about children referred to the service acting as a key worker for designated children.
11. To provide settings, schools and Children’s Services with effective advice and guidance via online resources, based on national best practice and evidence-based research for children from Gypsy Roma Traveller communities
12. To support families from a Gypsy Roma Traveller background to access settings, schools and children’s services by signposting them to online resources developed in conjunction with the community
13. To support the emotional health and well being of students through the curriculum, physical activities and the arts.
14. Safeguard and promote the welfare of children and young people according to the East Sussex Children's Services Child Protection Policy.
15. Provide written, evaluative feedback to schools and commissioners on the outcomes of work with individual children that is able to demonstrate impact.
16. To attend and participate in staff meetings, seminars, workshops and other training activities as required and collaborate with colleagues in training for teachers and other education staff.
17. To monitor the education provision made by parents who have elected to home educate their children when requested by Deputy Service Manager.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# Addendum;

# JOB TITLE: GRT Inclusion TLR

# DEPARTMENT: Children’s Services

# LOCATION: Lewes, Eastbourne or Hastings

**GRADE:** TLR TLR2a (pro rata if the above position is part-time)

# RESPONSIBLE TO: Teaching and Learning Provision (TLP) Service Manager

# Purpose of the Role:

In addition to the requirements of a service teacher, and any other agreed responsibilities. To support schools, settings, professionals, and parents to enable children and young people from the Gypsy, Roma and Traveller community to access, make progress and thrive within their educational setting.

* To develop and provide ongoing oversight of a dedicated website for families, schools and professionals.
* To provide annual training to Children’s Services professionals to support the inclusion of families from the GRT community.
* To provide high quality advice, guidance and resources for Children’s Services, schools, settings and parents to support the inclusion of GRT pupils via the website
* To be accountable for building capacity within the TLP teaching team and the ongoing development of staff expertise.

**KEY TASKS**

1. To develop the structure and content of a bespoke website for families, schools, settings and professionals to enable children and young people to access and thrive in schools including:

* differentiated teaching materials
* teaching resources to promote cultural awareness and diversity
* advice and guidance for setting up a GRT history month competition
* transition to school and post 16 providers
* application for a nursery and school place
* celebrating success within the community

1. To ensure the website is co-produced with the community and is regularly reviewed and updated to reflect national and local best practice.
2. To link with national organisations and local authority networks to keep updated on best practice.

**EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION**

# JOB TITLE: Teacher

# GRADE: Main/Upper Range

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Ability to communicate with a wide range of people e.g. children, parents, teachers, other professionals etc. * Ability to engage children in the learning process (mainly but not exclusively KS3 & KS4) * Ability to use technology, including the internet and a virtual learning environment to support learning * Ability to design & deliver personalised learning programmes for all learners at all phases and ability levels * Ability to implement positive behaviour management strategies * Ability to use initiative and work independently * Current Full driving licence and access to a vehicle to carry out duties * Ability to converse at ease with customer and provide advice in accurate spoken English |

# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage |
| * Ability to support learning through a virtual learning environment |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * QTS or QLTS * Degree level education |

# Desirable education and qualifications.

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| --- |
| These criteria will be evidenced via certificates, or at interview |
| * SEND Qualification * A degree in a core subject area (English, Maths or Science) |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of the National Curriculum KS2-4 * Detailed knowledge of at least one core subject at KS3/4 * Knowledge of assessment good practice * Knowledge of appropriate educational software * Knowledge of appropriate internet sites to support learning * Knowledge of Child Protection Procedures |

# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of legislative framework for children with medical needs * Knowledge of guidance re: elective home education * Knowledge of effective literacy and numeracy intervention strategies. |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Recent experience of teaching in maintained schools or central support services * Successful teaching experience resulting in good pupil progress at KS3/4 in a least one core subject * Experience of using technology to deliver the curriculum |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of leading on core curriculum area at KS3/4 * Experience of teaching through a virtual learning environment * Experience of teaching Maths and /or Science at KS3/4 * Teaching experience in both primary and secondary settings. * Experience of taking a pastoral role |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Excellent interpersonal skills * Good organisational skills * A willingness to further develop ICT skills and learn to teach through a virtual learning environment * A willingness to attend suitable CPD as directed by line manager * Empathy for children and parents, many of whom will be in difficult/ stressful circumstances (ill health, unable to attend school etc.) * Flexible problem-solving approach * Ability to meet the travelling requirements of the role |

**Date (drawn up): August 2019, modified June 2021**

**Name of Officer(s) drawing up person specifications: CC**

**Job Evaluation Reference:**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes/No |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |