

Leeds City Council

Job Description

CORE VALUES, AMBITIONS AND GOALS

As a Council our Ambition is to be the best City Council in the UK

Our behaviours will be influenced by our values of;

- Working as a Team for Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

Children's Services Directorate

Our Vision

We want Leeds to be a Child Friendly City and are committed to ensuring that children and young people;

- are safe from harm
- do well at school and are ready for work
- choose healthy lifestyles
- have fun growing up, and
- are active citizens who feel they have voice and influence

Our goals

We believe that every Children's Services employee can make a contribution to make our vision a reality and we encouraged everyone to work as part of the directorate team to shape children and family centred local services based on our priorities of ;

- helping children to live in safe and supportive families
- ensuring that we protect the most vulnerable
- encouraging activity and healthy eating
- improving support where there are additional health needs
- promoting sexual health
- readiness for school
- improving behaviour, attendance and achievement
- reducing the numbers of young people who are not in employment, education or training
- providing opportunities for play, leisure, culture and sporting opportunities
- reducing youth crime and anti-social behaviour
- increasing participation, voice and influence

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We promote diversity and want a workforce that reflects the population of Leeds.

Directorate: Children and Families

Service Area: Learning – Children Missing Out on Education

Job Title: SEN Inclusion Teacher

Grade: MPS

Responsible To: Children missing out of education and exclusion monitoring lead
EHE manager (CMOE Officer)

Responsible For:

Conditions of Service: Teachers pay, and conditions apply

Job Purpose:

To support the local authority statutory responsibility that all children who are electively home educated have access to and receive a suitable education appropriate to age, aptitude and special needs if any.
To teach vulnerable learners returning from EHE where required within the Pupil Tuition Team framework.

Responsibilities:

- Be responsible and accountable for achieving the highest possible standards in work and conduct in when working with elective home families and with families and children accessing tuition.
- Treat pupils with dignity, building relationships with parents, children and young people rooted in mutual respect and restorative practice, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of EHE children.
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the Pupils Tuition Service provision and within the arena of elective home education.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

Elective Home Education

- Undertake assessment of education plans from parents at the point of entry to home education and follow up visits to ensure that children are receiving the education set out in the plans as part of the quality assurance process.
- Provide support and challenge where suitable education is not yet in place.
- Provide response to annual reviews of education plans and assess the evidence provided of work undertaken by EHE young people.
- Where plans remain unsuitable work with attendance officers to casework in preparation for school attendance orders.
- Maintain regular and clear communication with the family and all agencies who may be working with them.
- Attend CIN/CP meetings for EHE cases where appropriate and under guidance of lead officer.
- Organise provision for every EHE learner to have access to an annual review and maintain contact as appropriate signposting parents to education resources.

- Research and maintain website links with information relevant to EHE learners working with Family Information Service, Leeds for Learning and other resource sites.
- Undertake activities that ensure that the educational provision for EHE learners is best practice.
- Provide individual tuition for individual learners to enable return to school from EHE where needed.
- Provide advice to schools on EHE by phone and email when required
- Attend mediation meetings in schools where parents are considering EHE to advise them on their responsibilities and ensure school offer support to enable child to remain in school as part of the LA's duties in relation to Keeping Children Safe Sept 2021.

Teaching role when required.

- To take responsibility for planning, preparing and teaching appropriate work for individuals to support the learning of vulnerable learners as a support mechanism to return to school.
- Deliver the curriculum as relevant to the age and ability of the individual student creating a positive learning environment, which promotes good behaviour and raises expectations for vulnerable pupils maintaining good/outstanding lessons.
- Have a clear understanding of the needs of the pupils requiring extra support, including those with special educational needs and be able to use and evaluate distinctive teaching approaches to engage and support them
- Be responsible for the preparation and development of teaching materials, reports and connections with the exit schools to ensure smooth transition
- Be accountable for the attainment, progress and outcomes of pupils providing pupils with regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- Ensure that all data management systems relating to safeguarding and curriculum progress are utilised and kept up to date.
- Be proactive in keeping aware of any developments within basic skills, SEN and the Inclusion Agenda.
- To participate in any scheme within a national and local framework for the performance management of staff.
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

General

- Flexible and adaptable to change to assist other services as required commensurate to grade
- To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills
- To improve own practice through observation, evaluation, discussion with colleagues and development programmes.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.
- Be aware of and comply with Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the values, standards and equal opportunities of Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

- The Council has adopted a flexibility protocol and this role will be expected to work within these parameters.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications:

Degree with post graduate certificate in education/ B.Ed. preferably at secondary level

SPECIAL CONDITIONS

This post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview or Certificate.

Skills required

- Excellent verbal and written communication skills to build positive relationships with parents, children and other agencies
- Ability to plan, evaluate and prioritise work with children and families.
- Ability to maintain accurate client records with attention to detail following policy and procedure.
- Ability to listen effectively
- Ability to develop constructive working relationships with other services and agencies and to work as a member of a team.
- Ability to use Microsoft Office, Synergy and Mosaic

Knowledge required

- Knowledge of restorative practice
- Subject specialism – literacy or numeracy related preferred
- Understanding of how to support young people who have disengaged with education to become self-confident learners
- An understanding of IT systems including Microsoft Office, Internet and Email
- Elective Home Education legal framework for Local Authorities

Experience required

- Significant experience of teaching and assessment experience in a mainstream school preferably secondary
- Able to work to build positive learning environment with individual learners
- Experience in re engaging learners in education
- Experience of restorative strategies to build positive relationships with parents/carers
- Experience of preparing pupils for external exams
- Of working with computerised/database systems to record and monitor information

Behavioural & Other Related Characteristics required

- Committed to continuous improvement.
- Ability to understand and observe the Council's Equal Opportunities Policy.
- To carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies.
- Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.

PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS: It is desirable that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Skills required

- Possession of a full current driving license and able to travel to families homes in Leeds

Knowledge required

- Understanding of Children and Families Services and the ethos of the Child Friendly city.
- Knowledge of elective home education in relation to the Education Act 1996

Experience required

- Experience of home visiting of parents and families

Behavioural & Other Related Characteristics required

None