

Job Description

Job Title	H.C.E.S Teacher
Grade	M6
Reporting To	Julie Hudson - School Improvement - Teacher
JD Ref	-

Purpose

To work in conjunction with the Head of Service to ensure the efficient and effective delivery of quality educational provision for pupils whose medical needs prevent them from attending school.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Maintaining high standards of professional practice.

Communication, Engagement and Training:

- Delivering high quality Maths and English to GCSE level lessons to pupils including those with SEND and adapting lessons to the learning needs of individual pupils or small groups of pupils.
- Liaising with the pupil's main school.
- Liaising with parents, medical staff, pupil's main school and other agencies as appropriate with respect to the care and welfare of pupils.
- Monitoring and implementing appropriate strategies to ensure consistent attendance as far as possible given potential health implications.
- Providing information regarding examination entries in consultation with the relevant Examinations Officer at feeder schools or JPC (End of Key Stage).
- Participating in home/teacher meetings, staff meetings and INSET training.

Data Analysis and Decision-Making:

- Assessing, recording and reporting on the development, progress and attainment of allocated pupils by:
 - Providing pupils with informative feedback and clear next steps for improvement.
 - Completing the attendance register and pupil log.
 - Providing informative verbal and written reports to be issued to schools and parents.

Performance Management:

- Ensuring own continuing professional development e.g. the use of ICT and digital technologies, use of internet and email communication, national and local initiatives.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Prompt reporting of any concerns or disclosures of Safeguarding issues to the Head of Service and the pupil's school.
- Direct reporting of any of the above.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Degree and relevant teaching experience

Knowledge & Skills

- Knowledge of current National Curriculum developments.
- Ability to motivate and inspire a wide range of students.
- Ability to adapt schemes of work and produce relevant lesson plans based on flexibility and differentiation.
- Experience and willingness to use ICT creatively and imaginatively to enhance both curriculum breadth and delivery.
- Willingness to work in a variety of settings.

Desirable

- Ability to create a learning environment in which all students of a wide ability range are expected to achieve highly.
- The ability to liaise and work closely with a wide variety of both health, educational and other professionals.
- To have experience or knowledge of trauma-based approaches/A.C.E.s
- To have experience or knowledge of highly differentiated teaching.
- A commitment to providing equal opportunities for all students through personalised learning. A commitment to excellence.
- Experience of working with families or other agencies.

Experience

- Successful experience of planning and deliver of a relevant curriculum across age and ability range.
- Proven success working with vulnerable students who may exhibit a number of health/special educational needs.
- Willingness to gain training, develop expertise in working with students who exhibit a wide range of emotional, psychological and/or educational difficulties.

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Desirable

- Competent and confident in ICT.
- Experience in an SEMH setting.
- Preparing pupils for GCSE English and Maths

Special Requirements

- Ability to work with and support staff across all aspects of the Service.
- Willingness to develop multi-agency work.

Additional Information

Information contributed by the post holder and any mutually agreed and relevant task allocated to the post pending the next review of this job description.

Reference is also made to any duty included in the relevant paragraphs of the National Teachers' Pay and Conditions of Service document.

The post holder must be able to travel across the borough and hold a full, clean driving licence.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)
- Working with children

Approved By: Julie Hudson

Date Of Approval: 20.05.2025



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