

## JOB DESCRIPTION

<b>REF NO:</b>	WCM482/BLAT/GK		
<b>JOB TITLE:</b>	Special Educational Needs Teacher	<b>SALARY:</b>	£25.00 per hour weekdays
<b>LOCATION:</b>	Client's home and community in the North Cardiff area	<b>DATE:</b>	3 January 2018
<b>HOURS PER WEEK:</b>	Approximately 15 hours per week – amount of hours/working pattern negotiable		
<b>RESPONSIBLE TO:</b>	Parents		
<b>REPORTING TO:</b>	Parents		
<b>LIAISING WITH:</b>	Other support team members		
<b>CLOSING DATE:</b>	25 April 2018		
<b>JOB PURPOSE:</b>			
<p><b>Background</b></p> <p>The client is an 8-year-old boy with cerebral palsy. He presents with severe physical and learning disability without behaviour issues. He lives at home with his parents who care for him on a full time basis.</p> <p>He is home schooled by his mother and he is currently in receipt of physiotherapy, occupational therapy, speech and language therapy and dietician support.</p> <p>We are in the process of recruiting support worker/s to assist with personal care, rehabilitation and education. We are also in the process of exploring communication options such as the use of an eye-gaze system.</p> <p><b>Purpose</b></p> <p>To facilitate the client's education and independence by adopting the appropriate approach.</p> <p>To support the client's educational needs at home and to ensure that any such support should be provided within the legal framework of home schooling.</p>			
<b>GENERAL PHILOSOPHY</b>			
<ul style="list-style-type: none"> <li>The client should be treated with respect and dignity, be spoken to and thought of in a non-judgemental, respectful and caring way, acknowledging their individuality.</li> </ul>			
<b>MAIN RESPONSIBILITIES / KEY DUTIES</b>			
<ul style="list-style-type: none"> <li>To deliver programmes of educational development as directed by the relevant professionals, the client's family and with regards to directives as laid out by</li> </ul>			

statutory educational bodies.

- To liaise with and support the family as required, in order to teach the client within the house environment.
- To prepare lessons and resources, and to evaluate and assess work, ensuring that methods and programmes of work are constantly reviewed and, where appropriate updated.
- To develop and adapt conventional teaching methods to meet the needs of the client, and/or to use special equipment and facilities as may be required by the client.
- To employ the use of specialist skills.
- Communicating and consulting with client's parents, persons or outside bodies concerning client's development and educational needs.
- To liaise with other professionals, such as speech and language therapists, physiotherapists and educational psychologists.
- To organise learning outside the home environment in activities such as community visits, outings or sporting events.
- Providing for client's care and welfare, including supervisory responsibility as required.
- To carry out administrative tasks, including updating and maintaining records of the client's progress.
- To attend statutory reviews or other related meetings, which may involve reviewing Education, Health and Care (EHC) plans.
- Contributions to oral and written assessments, reports and references relating to client.
- To attend training as may be required.
- Such other duties as may be reasonably directed from time to time for the good of the client.
- To be aware of any significant changes in the client's health, functioning or behaviour, and inform the client's family and case manager as appropriate.
- To encourage the client's independence as far as possible.
- To be aware of the client's vulnerability and take precautions to protect it.
- To be aware of the client's mobility, visual and cognitive problems and endeavour to cater for these at all times.
- To respect confidentiality at all times.
- To be aware of the client's limitations and strengths.

- Within reason, to adapt lessons and plans according to changing needs, as directed.
- To provide the opportunity for the client to follow therapeutic guidelines.
- To work as part of a team and communicate appropriately with fellow team members.
- To follow the service user plan as documented for the client.
- To be answerable to the client in the first instance and clinically supervised by the case manager.

## **GENERAL DUTIES**

- To be aware of the problems that the client may have due to their brain injury.
- Attend relevant training days and sessions when the opportunity arises.
- Attend staff meetings as requested.
- To complete relevant documentation as instructed.
- To use information technology such as email, intranet, electronic records etc.
- Keep your own record of hours worked on the time sheet.
- Provide feedback to the case manager and family on progress/problems.
- To maintain professional boundaries with the client and their family members, adhering to direction from the case manager as appropriate.
- To be aware of the house rules, policies and procedures.
- To organise and manage own time according to delegated workload.

## **QUALIFICATIONS / EXPERIENCE REQUIRED**

Qualified teacher status (QTS) is required, therefore candidates are expected to have successfully completed one of the following qualifications:

- Bachelor of Education (BEd)
- BA or BSc with QTS
- Postgraduate Certificate of Education (PGCE)
- School-centred initial teacher training (SCITT)
- Teach First (England and Wales) - to include a PGCE

A patient, warm, caring, reliable and trustworthy person is needed who can work as part of a team and in a home environment unlocking the potential of a child who has much to develop.

## **PERSON SPECIFICATION – Qualifications, Experience, Knowledge & Skills**

### **Qualifications (essential):**

- Qualified teacher status (QTS)

### **Knowledge / Skills / Abilities (essential):**

- Experience of teaching people with physical and communication difficulties.
- Good understanding of the personal and physical needs of a person with physical and cognitive difficulties.
- Ability to follow instructions / guidance.

### **Knowledge / Skills / Abilities (desirable):**

- Experience of learning / cognitive / behavioural support.
- Competent IT skills.

### **Personal requirements (essential):**

- Ability to learn and interested in learning new skills.
- Flexibility.
- Reliability.
- Able to use own initiative.
- Confidentiality – discreet.
- Excellent communication skills – both oral and written.
- Ability to build up rapport with client, family and others.
- Ability to work as part of a team and within boundaries.
- Be able to follow verbal and written instructions.
- Ability to maintain accurate and confidential records.
- To be able to maintain a consistent, observant and responsive approach.
- Able to take and give constructive criticism.
- Consideration of others and of the family.
- Non-judgmental.

### **Other requirements (essential):**

- This position requires a fully enhanced disclosure request from the DBS.