

Embleton View

Learning & Development Coordinator

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| Job description | |
| Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| Summary of role: | To deliver subjects from our person-centred curriculum, whilst supporting students to overcome barriers to learning whilst gaining independence and life skills. |
| Responsible to: | Headteacher |
| Salary: | £34,670 - £36,850 |
| Main duties and responsibilities: | <ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact • Teach good and outstanding sessions according to the new Ofsted framework, and in accordance with National Curriculum guidelines and faculty schemes of work, throughout the School • Plan and set appropriate homework • Engage students in a meaningful timetable, supporting them to work towards accredited qualifications through teaching • Gather evidence of learning • Provide students with constructive feedback and record this • Oversee day-to-day management of educational documents (ILP/EHCP/Care plan etc.) • Cooperate with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods or teaching and assessment and pastoral arrangements • Liaise closely with families and relevant stakeholders regarding student progress or issues • Undertake relevant training • Create interesting ways of delivering curriculum |

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| | <ul style="list-style-type: none"> • Ensure teaching environment is safe, reporting any safety concerns • Identify the needs of students and use teaching methods accordingly to support students to overcome barriers to learning • Accompany students on offsite trips and educational visits, evaluating and assessing each student’s performance against set learning objectives • Prepare various reports ensuring monitoring of incidents/overviews are completed against deadlines set • Plan, implement and support extra-curricular activities • Understand and follow all policies and procedures • Regularly monitor, review and evaluate the safety, well-being and education of students in the School • Attend meetings relating to the students when required. Attend staff meetings within the agreed periods of directed time • Undertake a minimum of 30 hours CPD yearly in line with management targets set at appraisals • Act with professional codes of practice • Monitor students’ punctuality and attendance • Undertake any other duties and responsibilities in relation to your role |
| Health & Safety in Work Environment | <ul style="list-style-type: none"> • The post-holder will be expected to ensure that the learning environment is safe, reporting any safety concerns immediately to the Headteacher. This will extend to company vehicles. The post-holder will risk-assess any offsite environments that will be used for delivery of education. |
| Professional Conduct | <ul style="list-style-type: none"> • The post-holder will be expected to act in a professional manner at all times. |
| Decisions | <ul style="list-style-type: none"> • The post-holder will be aware that their decisions and actions regarding how they deal with students may be investigated by external agencies for justification. |

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| Mental & Physical Demands | <ul style="list-style-type: none"> The post-holder will need to react to incidents as they occur and follow School policies and procedures in relation to behaviour management and safeguarding. The post-holder will be expected to maintain an appropriate level of fitness to cope with the demands of working in a dynamic learning environment where incidents can occur which may need the use of approved restraint techniques. |
| General | <ul style="list-style-type: none"> The duties and responsibilities of this job description are not restrictive and the post-holder may be required to undertake any other duties deemed necessary. Any such duties should not however substantially change the general character of the post. The post-holder is not permitted to use ALD Group Ltd.'s or Embleton View's name, logo or any other identifying features on any social networking or media platform. The post-holder will work within all of Embleton View's policies and procedures. The post-holder will be expected to drive and must hold a current UK driving licence, and have access to their own vehicle with business insurance. |

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| Person Specification | | | |
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| | Essential | Desirable | Method of assessment |
| | These are qualities without which the Applicant could not be appointed | These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | |
| Qualifications | <p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> Teaching qualification - Primary | <p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> QTS SEN qualification | <p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p> |
| Experience | <p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> Experience of the support needs of students with SEN Experience of teaching at Key Stage 3/4 Experience within an SEMH or ASD setting Experience or knowledge of positive behaviour management strategies Experience of liaising with families and professionals | <p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> Experience of Team Teach or similar behaviour management programme Experience of managing safeguarding concerns and disclosures in an appropriate and professional manner Experience teaching other subjects Experience of vocational learning | <p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> |

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| Skills | <p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Ability to work in a way that promotes the safety and well-being of children and young people • Confident in teaching cross-curricular subjects. • Ability to contribute to, and work as part of a team effectively • Ability to lone work responsibly and effectively • Ability to lead and manage a Class Team • Ability to plan and resource on an individual basis whilst ensuring that students’ personal, social and emotional needs are being met • Ability to use assessment data to support session planning and to evaluate the effectiveness of teaching and learning • Ability to deliver concise reports • Ability to promote diversity, equality and inclusive practice • Ability to motivate students and promote high expectations • Effective communication skills and strong interpersonal skills • Ability to use a range of ICT software including word processing and spreadsheets as well as online cloud software | <p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> | <p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> |
| Knowledge | <p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Can demonstrate a clear understanding of, and commitment to safeguarding students • Knowledge of the support needs of students with | <p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Knowledge of EHCP reviewing process | <p>Contents of the application form</p> <p>Interview</p> |

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| | <p>SEN</p> <ul style="list-style-type: none"> • Knowledge of PREVENT agenda • Awareness of Equality & Diversity and Health & Safety • Up to date knowledge of the current SEN education legislation • Knowledge of self-evaluation and inspection frameworks • Understanding of the National Curriculum framework • Strong understanding of assessment frameworks, tools and systems, and target setting | | Professional references |
| <p>Personal competencies and qualities</p> | <p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • positive attitude to use of authority and maintaining discipline • To demonstrate a positive and nurturing approach towards developing the skills of students with additional needs • To maintain an approachable and professional demeanour when dealing with challenging situations | <p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> | <p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> |

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| | <ul style="list-style-type: none">• A positive ethos, resilience and a high level of personal commitment• A committed approach to supporting students to achieve outcomes• To represent Embleton View and ALD Group Ltd and its interests in a positive manner | | |
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