

# Embleton View

## Learning & Development Coordinator

### 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.

<b>Summary of role:</b>	To deliver subjects from our person-centred curriculum, whilst supporting students to overcome barriers to learning whilst gaining independence and life skills.
<b>Responsible to:</b>	Headteacher
<b>Salary:</b>	£27,040 - £29,000
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact</li> <li>• 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</li> <li>• Plan and set appropriate homework</li> <li>• Engage students in a meaningful timetable, supporting them to work towards accredited qualifications through teaching</li> <li>• Gather evidence of learning</li> <li>• Provide students with constructive feedback and record this</li> <li>• Oversee day-to-day management of educational documents (ILP/EHCP/Care plan etc.)</li> <li>• 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</li> <li>• Liaise closely with families and relevant stakeholders regarding student progress or issues</li> <li>• Undertake relevant training</li> <li>• Create interesting ways of delivering curriculum</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure teaching environment is safe, reporting any safety concerns</li> <li>• Identify the needs of students and use teaching methods accordingly to support students to overcome barriers to learning</li> <li>• Accompany students on offsite trips and educational visits, evaluating and assessing each student's performance against set learning objectives</li> <li>• Prepare various reports ensuring monitoring of incidents/overviews are completed against deadlines set</li> <li>• Plan, implement and support extra-curricular activities</li> <li>• Understand and follow all policies and procedures</li> <li>• Regularly monitor, review and evaluate the safety, well-being and education of students in the School</li> <li>• Attend meetings relating to the students when required. Attend staff meetings within the agreed periods of directed time</li> <li>• Undertake a minimum of 30 hours CPD yearly in line with management targets set at appraisals</li> <li>• Act with professional codes of practice</li> <li>• Monitor students' punctuality and attendance</li> <li>• Undertake any other duties and responsibilities in relation to your role</li> </ul>
<b>Health &amp; Safety in Work Environment</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Professional Conduct</b>	<ul style="list-style-type: none"> <li>• The post-holder will be expected to act in a professional manner at all times.</li> </ul>
<b>Decisions</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

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<b>Mental &amp; Physical Demands</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>The post-holder will work within all of Embleton View's policies and procedures.</li> <li>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.</li> </ul>

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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 <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>Teaching qualification</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>QTS</li> <li>SEN qualification</li> </ul>	<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 <b>predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>Experience of the support needs of students with SEN</li> <li>Experience of teaching at Key Stage 3/4</li> <li>Experience within an SEMH or ASD setting</li> <li>Experience or knowledge of positive behaviour management strategies</li> <li>Experience of liaising with families and professionals</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to <b>contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>Experience of Team Teach or similar behaviour management programme</li> <li>Experience of managing safeguarding concerns and disclosures in an appropriate and professional manner</li> <li>Experience teaching other subjects</li> <li>Experience of vocational learning</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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

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	<p>SEN</p> <ul style="list-style-type: none"> <li>• Knowledge of PREVENT agenda</li> <li>• Awareness of Equality &amp; Diversity and Health &amp; Safety</li> <li>• Up to date knowledge of the current SEN education legislation</li> <li>• Knowledge of self-evaluation and inspection frameworks</li> <li>• Understanding of the National Curriculum framework</li> <li>• Strong understanding of assessment frameworks, tools and systems, and target setting</li> </ul>		Professional references
Personal competencies and qualities	<p><i>The personal qualities that the Applicant <b>requires</b> 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"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• positive attitude to use of authority and maintaining discipline</li> <li>• To demonstrate a positive and nurturing approach towards developing the skills of students with additional needs</li> <li>• To maintain an approachable and professional demeanour when dealing with challenging situations</li> </ul>	<p><i>The personal qualities that would <b>assist</b> 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"> <li>• A positive ethos, resilience and a high level of personal commitment</li> <li>• A committed approach to supporting students to achieve outcomes</li> <li>• To represent Embleton View and ALD Group Ltd and its interests in a positive manner</li> </ul>		
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