

Access and Inclusion Service

Specialist Teacher Medical Inclusion

Specialist Education and Training Support Service

Job Description and Person Specification

January 2025

Job Description

Job Title:	Teacher Specialist Education and Training Support Service (SEaTSS)
Department:	Access and Inclusion (SEaTSS)
Function:	4 Specialist Teachers – Medical Inclusion
Team:	SEaTSS
Post number:	S005855 S005856 S005857 S005858
Grade:	MAIN SCALE 6 / UPS (respected) + 1 SEN Point + TLR 2a
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	Full Time, Term Time Only
Base location:	Ray Lodge
Reports to: <i>Job title</i>	Team Leader, SEaTSS
Responsible for: <i>Job titles of direct reports</i>	
Role purpose and role dimensions: <i>Overview of the job</i>	<p>The SEaTSS Service is a large dynamic SEND Team based in Redbridge. SEaTSS supports students from 0-25yrs with SEND across the Local Authority. This includes specialist advisory teachers across all 4 broad areas of SEND, specialist HLTAs, specialist technicians, and more.</p> <p>The Medical Inclusion Service has recently become part of the wider SEaTSS service within the local authority. We are looking for highly skilled specialist staff who are passionate about Inclusion to move the medical inclusion service offer forward, and in order to ensure that our most vulnerable children and young people access a high quality educational offer while they are unable to attend school.</p> <p>The post holder will be required to work in several ways, including (but not exclusively):</p> <ul style="list-style-type: none"> • Planning and delivering an appropriately broad, balanced, relevant and individualised curriculum for students being educated outside of school, through direct teaching • Assessing student needs, regularly monitoring progress, and contributing to raising standards of student attainment • Providing advice and guidance to tutors • Subject leadership for one of: English, Maths, Science for medical inclusion service to include planning, quality assurance and impact measurement for agreed core subject. • Liaising with class teachers and teaching assistants in schools to support re-integration, including delivering training as required • Attending review meetings • Writing statutory and non-statutory reports • Liaising with other stakeholders and parents/families. • To perform such other duties as directed by the Head of Service <p>The person appointed may be required to work occasional evenings.</p> <p>Additionally, the post holder may be required to work on contracts outside the Borough.</p>

Key external contacts: <i>Organisations</i>	Pre-schools, schools and colleges Health Services Social Care Admissions and Attendance Services EWO services Mentoring team YOT
Key internal contacts: <i>Job titles or groups of staff</i>	Access and Inclusion team SEND Assessment team Educational Psychologists & Mental Health Support Team
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	N/A
Key areas for decision making:	The provision of education and professional advice to stakeholders regarding individual children or groups of children
Other considerations: <i>E.g. working patterns</i>	This post will be on Teachers Pay & Conditions
Key accountabilities and result areas:	Key elements:
Staff Management	N/A
Business Development	This will involve: The possibility of working on external contracts for services provided to other LAs or 3 rd party organisations.
Developing and maintaining appropriate policies and procedures	This will involve: 1. Assisting in the development of policies for the delivery of services 2. Monitoring the impact of service delivery and making changes as necessary 3. Maintaining appropriate records
Internal and political management	This will involve: 1. Ensuring that senior managers are kept apprised of any key issues 2. Providing reports to senior officers and members as requested
General accountabilities and responsibilities	
Green Statement	This will involve: ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.

Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees’ access to and use of the Council’s databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Council’s strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <p>The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.</p>

Person Specification

Job Title:			
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	Educated to degree level or equivalent	A	3
	Qualified Teacher Status	A	3
	Evidence of personal continuous professional development	A/I	3
Minimum experience/ knowledge/ skills:	Extensive knowledge of SEND in at least one specialist area and, ideally, more than one	A/I	3
	Experience of leading Science area.	A/I	3
	Experience of working across Key Stages, specifically KS1-4.	A/I	3
	Evidence of developing and delivering training and support packages for schools and/or other educational establishments	A/I	3
	Experienced, excellent classroom practitioner	I	3
	In-depth understanding of child development	I	3
	Ability to relate to/and communicate with parents and families of children with vulnerabilities including SEND	I	3
	Competency in Word, Excel, Power Point and online platforms	A/I	3
Minimum behaviours: Customer service	Focus on customer service	I	3
	Having a "can do" approach to problem solving	I	3
	Trustworthy and able to manage own time	I	3
Communicating and influencing others	Ability to persuade and influence others	I	3
	Ability to communicate effectively with key stakeholders including but not limited to: parents/carers, class teachers, school leaders, health professionals, social care, and others	A/I	3
Working together	Collaborative approach	A/I	3
	Able to work collaboratively with key stakeholders including but not limited to: parents/carers, class teachers, school leaders, health professionals, social care, and others	A/I	3

Analysis and judgement	Knowledge of 'SEND Code of Practice', Ofsted SEN inspection Framework, Equality Act (2010), 'Arranging education for children who cannot attend school because of health needs'	A/I	3
	Ability to assess and respond to a range of situations which may arise as a result of being educated outside of a school environment	A/I	3
	Ability to use data to support decisions	A/I	3
Driving improvement	Evidence of delivering service improvement in an educational context.	I	2
Adaptability	Creative and flexible approach.	I	3
	Evidence of changing approaches in light of events	I	3
Leadership and managing people (<i>for those with line management responsibility</i>)	N/A		
Strategic perspective (<i>for senior management posts</i>)	N/A		
Special conditions:	<p>This post may require some evening work to provide training.</p> <p>A clean driving licence would be an advantage, as this post may require the postholder to travel and work beyond the Borough.</p> <p>To undertake any other particular duties reasonably assigned by the Manager of SEATSS from time to time.</p>		