



**City of Edinburgh Council
Job Profile**

DEPARTMENT: Children and Families
SECTION: Children and Families (Schools)
POST: Teacher
RESPONSIBLE TO: Head Teacher

MAJOR TASKS/JOB ACTIVITIES:

Subject to the policies of the school and the education authority the duties of teachers, promoted and unpromoted, are to perform such tasks as the Head Teacher shall direct having reasonable regard to overall teacher workload related to the following categories:-

- (a) teaching assigned classes together with associated preparation and correction.
- (b) developing the school curriculum.
- (c) assessing, recording and reporting on the work of pupils.
- (d) preparing pupils for examinations and assisting with their administration.
- (e) providing advice and guidance to pupils on issues related to their education.
- (f) promoting and safeguarding the health, welfare and safety of pupils.
- (g) working in partnership with parents, support staff and other professionals.
- (h) undertaking appropriate and agreed continuing professional development.
- (i) participating in issues related to school planning, raising achievement and individual review.
- (j) contributing towards good order and the wider needs of the school.

Outline of duties is taken from Annex B; 'Outline of Teacher Duties'.

ADDITIONAL INFORMATION / CONDITIONS:

The post is to provide educational/behavioural support to meet the needs and best interests of vulnerable children and young people all of whom are facing barriers to their learning. The post-holder will primarily support deaf and hearing-impaired pupils, and may also be deployed to work across the Service. The teacher will be required to:

- a) assess the educational needs of children and young people;

- b) devise and deliver appropriate individualised and, where appropriate, group curricular and behavioural programmes;
- c) contribute actively to the development of the Service;
- d) develop and deliver effective strategies to support children with Additional Support Needs with particular reference to those with hearing loss or hearing impairment;
- e) take an active role in supporting the Children and Families 'Support and Challenge Agenda';
- f) be a link teacher eg. with Signing Nursery Nurses and PSAs;
- g) offer consultation, advice and in-service training to schools and external agencies;
- h) attend and contribute to relevant inter-agency meetings e.g. case conferences;
- i) work in partnership with schools and all referring agencies to support pupils;
- j) liaise with parents, carers and all appropriate external agencies;
- k) write reports as required;

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

LEAVE:

In accordance with the Teachers Conditions of Service the City of Edinburgh Council applies the provisions set out in the Handbook to calculate leave entitlement for anyone joining the Council after the start of the academic year. This calculation will reflect the pro-rated leave entitlement to the end of the academic year.

For permanent teachers and instructors this will then be converted into the monetary value and an adjustment made to your salary will be averaged over the remaining academic salary pay periods. This amount will be notified to the successful candidate in their Statement of Particulars.

For temporary teachers and instructors the recalculation of leave will be carried out at the end of your temporary contract and any adjustment will be made to your final salary.

A similar recalculation of leave will also be made if you change your hours at any time after the start of the academic year.

EMPLOYEE SPECIFICATION:

Council Core Competencies

These Council Core Competencies apply to all positions: Being Customer/Client Focused Working Effectively with Others Managing Change Taking Ownership and Responsibility Communicating Effectively Planning and Decision Making	
These Council Core Competencies apply to positions with responsibility for managing people or resources: Leading Others Managing Performance and Developing others Political Sensitivity	

Teacher	Essential	Desirable
Experience	Successful experience of teaching at nursery, primary or secondary level Experience of working as a member of a team Successful implementation of national curriculum guidelines	Experience of using national assessments and other forms of testing Experience of liaising with support/ multi-disciplinary agencies Experience of contributing to the development and implementation of school policy
Knowledge, Skills and Understanding	Knowledge of current National and Local Authority Guidelines relating to Additional Support for Learning An understanding of the principles of Curriculum for Excellence Ability to use assessment information to plan and deliver tailored curricular programmes in order to meet specific learning	

	<p>needs</p> <p>Ability to use a range of teaching strategies to meet specific learning needs</p> <p>Ability to deliver effective assessment and reporting systems</p> <p>Strong communication skills, with the ability to communicate and establish good relationships with adults & pupils</p> <p>Core ICT skills</p> <p>Evidence of an understanding and application of the principles of GIRFEC</p>	
Qualifications and Training	<p>Current GTCS Registration</p> <p>Appropriate Teacher of the Deaf qualification</p>	<p>Maintenance of PVG membership</p> <p>Working towards BSL Level 2 qualification</p>
Job Specific Requirements	<p>Ability to deal effectively with more challenging situations involving pupils, parents or other members of staff</p> <p>Ability to show initiative</p> <p>A sound knowledge of, and the ability and commitment to deliver, Literacy, Numeracy and Health and Wellbeing outcomes to our pupil population</p> <p>Ability to be flexible and to demonstrate a problem solving approach</p>	<p>Ability to demonstrate knowledge of issues involved in pastoral care</p>

	<p>Ability to work independently</p> <p>Good team working skills</p> <p>Ability to work and travel across the city and to deal with the geographical complexities of the city</p> <p>Commitment to raising pupil self esteem</p> <p>Ability to adapt to different teaching locations</p> <p>Ability to maintain professional boundaries</p> <p>Ability to contribute to ASL Service development and to think creatively to promote ASL Service innovation and progress</p> <p>Ability to deal with ASL Service complexities</p> <p>Ability to maintain confidentiality</p> <p>Ability to develop and deliver effective strategies to support pupils with hearing loss and hearing impairment</p> <p>Ability to develop and share above strategies with other professionals</p> <p>Ability to take a role in Children and Families' 'Support and Challenge Agenda'</p>	
<p>Applicants should always check the Job Vacancy Summary for any specific Employee Specification Requirements for the advertised vacancy.</p>		