

## Role profile

# Education Provision Teacher

### Our values:

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

Service	Children and Families
Reports to	Education Provision Lead (Senior Teacher)
Job family	Professional and Technical
Grade	MPS/UPS + SEND
Political restricted?	N
DBS required?	Y – enhanced plus barred list Child and Adult
Date	June 2025

## Key deliverables

1	In collaboration with the SEND Partnership and the EHC Quality Practice Lead (Senior Teacher), ensure that Education, Health and Care Plans (EHCPs) are of high quality, valuable, and accurately reflect the needs of children and young people in alignment with the SEND Strategy priorities.
2	Take responsibility for the planning and delivery of direct teaching work in line with statutory requirements, ensuring that it is evidence based. and support the team in analysing data to ensure all pupils are making progress.
3	Analyse and review outcomes with clear presentation of data guiding practice to endure the children and young people make progress.
4	Collaborate with wider Officers to ensure children and young people with an EHCP are placed in suitable settings. Work alongside colleagues to develop a thorough understanding of placement requirements and ensure full transition support into educational placements.
5	Lead educational sessions, ensuring cost-effectiveness while modelling best practices for children who have complex needs and challenging behaviours.
6	Act as an expert witness for the local authority in SEND tribunals when required.
7	Write effective outcomes for children and young people with SEND
8	Work closely and in partnership with all members of the Children's Services to ensure the CYP receive a well-balanced education.
9	Ensure EHCP Annual Reviews of children and young people you work with are completed in line with statutory deadlines ensuring you guide the children and young people back into educational placements.
10	Offer consultation advice when required with members of the Setting and School Improvement team, having a duty session for half a day per week.
11	Working within a regulated activity regularly teaching children and young people unsupervised.

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and city council wide needs*

## Essential requirements Key skills, expertise, and qualifications

<b>1</b>	Relevant teaching/ post graduate degree in SEND with at least 3 years experience.
<b>2</b>	Have a robust understanding of current Special Education Needs principles and procedures and current legislation related to SEN and Disability Discrimination Act.
<b>3</b>	Highly developed organisational skills, ability to plan ahead, prioritise own workload with the ability to Inspire, challenge, motivate and feel empowered to reach challenging outcomes.
<b>4</b>	Excellent ICT skills including the use of word, power point, excel, AI tools and Capita ONE
<b>5</b>	Experience of managing budgets and working with data to inform and develop services.
<b>6</b>	Experienced in a wide range of teaching styles and approaches with the ability to observe and evaluate teaching practice and make recommendations on an individual and whole team/provision basis.
<b>7</b>	An ability to respond flexibly, working within a range of environments and situations to meet the needs of Children and Young People with SEND including working outside normal working hours should the business needs require with the ability to demonstrate an understanding of and commitment to safeguarding principles
<b>8</b>	Effective written and verbal communication skills, ensuring you are able to write and produce EHCP's and learning journals that are of a high quality.
<b>9</b>	Be resilient in the changing landscape of SEND showing ability to be flexible and work to the needs of the ever-changing business.
<b>10</b>	Able to deliver changes in practice in line with local and national requirements. Highly creative in finding new solutions, identifying and establishing best practice in own and partner organizations.

## **Job family**

# **Professional and Technical**

### **Colleague expectations**

- Be professional at all times
- Work together for the good of the team, city council and local people
- Promote a supportive culture
- Challenge assumptions
- Take ownership
- Be willing to change and do things differently
- Always work in a safe manner

### **Manager expectations**

- Be a role model by displaying positive behaviours at all times
- Make well-considered decisions
- Support, coach and communicate with my team
- Be accountable for my team's performance

Professional and Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing city council assets, the development of policies and procedures and the strategic direction of the functions they support.

### **Role characteristics**

At this level job holders usually report to a Head of Service and are responsible for the development and implementation of strategy relating to a whole function within that service. Posts carry significant responsibilities for finance and a range of other non-financial assets and job holders will make autonomous decisions and lead the management of change throughout their functional area.

### **The knowledge and skills required**

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also, by a deeper understanding of the city council operational structures which both support and depend upon the job holder's actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

### **Thinking, planning and communication**

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams' composition, approach and operating procedures in accordance with wider service goals mandated by service management.

The information exchanged at this level will be routinely complex and even contentious in nature. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in face-to-face verbal exchanges where job holders will advocate a position in response to opposing opinion in a formal or informal setting.

### **Decision making and innovation**

Job holders will have the freedom to interpret policy and broad operating guidelines in order to shape their teams' detailed approach to meeting their corporate objectives and targets. They will deal with escalated, multi-faceted problems independently and will tend to only consult their manager on fundamental policy or resource issues.

### **Areas of responsibility**

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have at least one other elevated level of responsibility for such elements as finance, information assets, equipment or premises.

Internal facing roles are likely to have this pattern reversed, with the weightiest responsibility for highly valuable or significant financial and non-financial assets, but somewhat less accountability for the assessment of needs of individuals and groups.

Jobs will generally have formal line management responsibility and will not only allocate and check work, but also be directly involved in assessment, recruitment, and other human resource related procedures. Posts that do not have this level of managerial responsibility are likely to have compensatory levels of accountability in relation to the users of Council services, finance or other major asset(s).

### **Impacts and demands**

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently complex, demanding of lengthy periods of concentrated mental attention while also managing high levels of work-related pressure from deadlines, interruptions or conflicting demands.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.