



Cranbury College

Job Description			
Role	Casual Teacher	Reports to	Assistant Headteacher
Grade	Hourly Rate Teachers pay scales (based on experience)	Hours of work	Casual contract
Purpose	To teach Individual students or small groups up to GCSE in order to provide curricular access for pupils unable to attend mainstream school or Cranbury College sites on a full time basis.		
Scope	Main contacts: The post holder will work under the Head of School at Cranbury College, Senior Leadership Team and Phase Leaders	Staff responsibilities: None	Financial accountability: None
Accountabilities	<ul style="list-style-type: none"> • Carry out relevant assessment tests to help formulate an educational programme to suit the pupil's needs. • To plan and devise appropriate programmes, set and mark work to support learning within an integrated setting and where appropriate, in line with national curriculum targets and leading to external examinations • To keep careful records of pupils Attendance, progress and achievement in each session and report these to Cranbury College on a monthly basis or at the request of the Senior Team. • To prepare reports on pupils' learning and development • To prepare and source appropriate and relevant resource materials and equipment • To attend scheduled meetings subject to Pay & Conditions document as directed by college management. • To participate in appropriate training subject to Pay & Conditions document as directed by College management. • To work collaboratively, in a multi-disciplinary context and liaise, where appropriate with parents, teachers, non-teaching staff and other professionals from outside agencies • Liaise with phase leaders and advise on any changes in circumstances. 		
Personal Attributes	<ul style="list-style-type: none"> • Qualified teacher status/ECT/Unqualified • Ability to teach English, Maths or Science up to GCSE • Experience of teaching/supporting pupils with complex needs • Able to establish productive working relationships with students, acting as a role model and setting high expectations • Knowledge of the National Curriculum • Knowledge of relevant learning strategies, especially for students with SEN • Ability to work within a team and lead the work of others • Knowledge of the standard of work expected from students • Ability to use ICT effectively to support learning • Excellent communication and interpersonal skills • A caring and positive attitude sensitive to student needs • A sense of responsibility and initiative • A good sense of humour • Confidentiality at all times • Calm under pressure, adaptable and energetic • Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others) 		

	<ul style="list-style-type: none"> • Resilience to work in a dynamic, trauma-informed environment, with pupils that have social, emotional, academic and mental health needs • Ability to relate to, and communicate with, a range of professionals, colleagues, parents and pupils • Ability to work in sometimes stressful situations and manage professionally one's own behaviour and emotional response to very challenging behaviours in others
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Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check