

**HAYBROOK COLLEGE TRUST**  
**JOB DESCRIPTION: Teacher of Design Engineering**

**Responsible to:**

Head of Post 16 and Vocational Hub

**Main purpose of the job :**

- To carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment linked to College policies and procedures.
- To work with the Head of Post 16 and Vocational to provide teaching, vision and leadership which inspires and motivates students, staff and all other members of the school community.

**Responsibilities:**

Under the direction of the Head of Post 16 and Vocational you will:

- A. Be part of the Post 16 and Vocational Team.
- B. Have and promote a clear understanding of the vision, aim and ethos of Post 16 and Vocational provision at Haybrook College as a whole and an awareness of their role in the wider educational offer in Slough.
- C. Play a key role in ensuring that The Gateway and Vocational continues to strive for sustained school improvement which will improve the life chances of all pupils and Haybrook College pupils as a whole.
- D. Work with the Head of Post 16 and Vocational to create a learning culture which enables students to become effective, independent learners committed to life-long learning, raising the quality of Teaching and Learning.
- E. Work with the Head of Post 16 and Vocational to promote a professional working ethos which serves to raise professional standards for all staff and raise outcomes for all pupils.

**Specific Duties**

To work closely with the Head of Post 16 and Vocational on:

- A. Key areas of teaching and evaluation (as required) and to contribute to the creation and evaluation of the Post 16 and Vocational Development Plan.
- B. Continuous improvement of the standards of teaching and learning including: liaison with the leaders of learning, engaging with learning walks and work scrutiny, and contributing to the delivery high quality training which contributes to the ongoing CPD for all staff.
- C. Curriculum development so that pupils can achieve, regardless of their complex needs.
- D. Monitoring the academic and social, emotional progress of pupils and completing reports to parents or other stake holders.
- E. To teach a planned timetable as directed by the Head of Post 16 and Vocational for Key Stage 4 and 5 pupils.
- F. To specialise in the planning, teaching, assessment and reporting of Design Engineering, and any other subjects as required.
- G. To participate in in the pastoral structure of the College as a form tutor and supporting enrichment activities as directed by the Head of Post-16 and Vocation education.

**General duties**

- A. Be aware of and respect all children's religious beliefs and cultures.
- B. Maintain confidentiality and professional conduct at all times.
- C. Support, promote and comply with decisions and policies agreed by the College Leadership Team, and the Board of Trustees.
- D. Support the Head of Post 16 and Vocational to formulate the development plans and all associated College policies are adhered to.
- E. Actively organise and participate in activities connected with The Gateway and Vocational.

- F. Develop effective professional working relationships with colleagues and external agencies, at all levels, to ensure that regular sharing of information to support the best possible outcomes for our young people takes place.
- G. Maintain appropriate professional boundaries with colleagues, external agencies and young people.
- H. Develop own professional knowledge, skills and understanding through active participation at meetings and CPD training.
- I. To undertake any reasonable duties at the direction of the Executive Headteacher which are appropriate to the needs of the school.

## Safeguarding Children

In accordance with the Trust's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education 2020" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy 2018" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People 2020.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of Haybrook College and uphold public trust and confidence at all times.

## Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Haybrook College Trust, or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

## Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the GDPR 2018 related to the current Data Protection Act and are properly applied to pupil, staff and Trust business/information.

## Freedom of Information

The post holder must be aware that the public could, in theory, request any information held by the Trust, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies and procedures.

## Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Haybrook College Trust. No smoking or intoxicants are permitted in any Trust vehicles or in any vehicle parked on any Trust premises. Smoking of any product and the consumption of alcohol are strictly forbidden.

## HAYBROOK COLLEGE TRUST

### PERSON SPECIFICATION

### Teacher of Design Engineering

Key	E= (Essential) D= (Desirable) A= (Application Form) I= (Interview process)				
Qualifications		E	D	A	I
1	Qualified Teacher status		✓	✓	
2	Current driving licence	✓		✓	
Successful and Substantial Experience of:		E	D	A	I
3	Managing the learning of pupils with challenging behaviour working in either a special school or in a mainstream setting	✓		✓	✓
4	Challenging underperformance at all levels and ensure effective corrective action and follow up	✓		✓	
5	Working effectively in partnership with colleagues, parents, carers and outside agencies	✓		✓	✓
Knowledge and Understanding Able to evidence and apply up to date secure knowledge and understanding of:		E	D	A	I
6	Recent education and SEND developments, initiatives, legislation and how they may impact on approaches to teaching and Haybrook College		✓	✓	✓
7	School evaluation and school development planning to secure effective teaching and learning and raising standards		✓	✓	
8	A range of effective teaching methods with students with challenging behaviour and SEND	✓		✓	
9	‘Working together to safeguard children’ and KCSIE 2020	✓		✓	
10	Have a working knowledge of SIMS and its applications	✓		✓	
Skills		E	D	A	I
12	Working on own initiative and prioritising workload, anticipating and meeting deadlines around College priorities and timescales and to manage a complex workload	✓		✓	✓
13	Working closely with the Head of Post 16 and Vocational to support the strategic direction and development of the provision		✓	✓	
14	Communicating clearly, calmly and professionally in the English language, both verbally and in writing with all children or adults	✓		✓	✓

15	Responding to a wide range of complex queries and use high level decision making skills and able to solve problems analytically	✓		✓	
16	Dealing with a variety of challenging clients in a calm and professional manner and to successfully build constructive relationships with colleagues, parents, other educational establishments and external agencies	✓		✓	✓
17	Presenting information and contributing effectively at meetings	✓		✓	
18	Demonstrating enthusiasm, initiative and commitment to ensure that good practise is embedded across the provision.	✓		✓	✓
Leadership and Management Skills		E	D	A	I
19	Able to respond to a wide range of complex queries and use high level decision making skills and able to solve problems analytically	✓		✓	
Personal Attributes Able to consistently demonstrate evidence of:		E	D	A	I
20	Consistently demonstrating the behaviours expected by virtue of being a person in a position of trust	✓		✓	✓
21	To be able to show resilience and be able to maintain a sense of humour and proportion within a challenging environment	✓			✓
22	Reliability and integrity	✓			✓
23	Being committed to maintaining a healthy work life balance for oneself and that of others	✓			✓
24	A genuine concern to secure the educational progress of pupils irrespective of their ability, or ethnic, cultural or social background	✓		✓	
25	Being suitable to work with children and able to always maintain appropriate professional boundaries between oneself and children and other work colleagues	✓		✓	✓