

JOB PROFILE

JOB TITLE:	Teacher – English Subject Lead
PROJECT:	Meadows School
BARNARDO'S REGION:	South East and Anglia region
RESPONSIBLE TO:	The Principal through the Head of Education (Deputy Principal)
PAY BAND AND GRADE:	Main/Upper Teacher Pay Scale TLR as Subject Lead SEN allowance

SECTION 1

JOB DESCRIPTION - GENERAL:

- 1) To carry out the general and specific professional duties of a Teacher – Head of English as required by the current Conditions of Employment of School Teachers.
- 2) To oversee and mentor all teaching of English
- 3) To liaise closely with the SENCo to ensure optimum progress in literacy.
- 4) Within the designated area of responsibility the post holder should demonstrate an awareness and understanding of the needs of the students, working in close consultation with teaching and care staff to implement the policies of the school and its aims and Objectives.
- 3) To undertake or deliver any in-service training (INSET) as agreed with the Principal.
- 4) To participate in an annual appraisal and regular supervisions within the school's performance management procedures.

SECTION 2

PRINCIPAL ACCOUNTABILITIES:

- The development of teaching and learning in English.
- The management of the budget for English and the development of relevant resources
- Planning for and efficient use of support staff
- Communication with whole school staff as needed

- Consultation with line managers
- To undertake professional development (personal) and to update for English teachers and support staff as needed
- Leading and disseminating relevant INSET in English for all staff

The Curriculum

- Take responsibility for the implementation and development of the English curriculum leading to students taking appropriate nationally validated qualifications.
- To oversee and develop teaching and learning in English
- Plan and prepare schemes of work and lessons in English having regard to the National Curriculum and the individual learning needs of the students.
- Mark and assess standards of work, record and report progress to parents according to the school's policies and procedures.
- Oversee and assist assessment of standards in English, record and report progress to parents/carers.

The Students

- Work with the students and other staff to set realistic objectives.
- To act as a class tutor if requested.
- Keep up to date with confidential and relevant information about students.
- Monitor regularly to ensure students make measurable academic progress and know what they must achieve to improve their standards
- Liaise with other professionals and consultants, the line manager and SENCo to ensure students receive specific help where needed.
- Supervise classes and cover for teacher's absence within the guidelines for teachers pay and conditions.
- Maintain good order and discipline among the students, safeguarding their health and safety on the school premises and when engaged in authorised school activities elsewhere.
- Write risk assessments and work according to the school's Behaviour Management policy, Safeguarding and Health and Safety procedures.
- Complete all recording sheets as required to follow school procedures for noting incidents and special mentions.
- Participate in the reporting and review process as appropriate and as required by the Principal or Deputy.
- Record attendance on a daily basis for a designated group of students.
- Work to Barnardo's Child Protection policy and procedures.

Staff

- Participate in meetings at the school which relate to the curriculum, the organisation or administration of the school including pastoral and care arrangements.
- Co-ordinate and manage the work of designated Learning Support Assistants (LSAs).
- Follow the Meadows Staff Code of Conduct and Local Safety Rules.

Resources

- Manage and organise learning resources for English, including information and communications technology.
- Identify opportunities to develop new resources (within the delegated budget) from within and outside the school.
- Create an effective and stimulating environment for teaching and learning.
- Ensure that all resources have been properly risk assessed and are appropriate for use by students with emotional and behavioural difficulties.

Professional Development (personal)

- Use continuous professional development to update knowledge of national developments in English and literacy and share information with colleagues as required.
- Keep abreast of developments in mainstream and special education by reference to professional Journals and other schools.
- Participate in Meadows in house behaviour management courses and take responsibility for practising the techniques taught.

HEALTH & SAFETY

Follow safe systems in accordance with responsibilities as an employee of Barnardo's in line with Health and Safety and Fire policies and procedures. Inform the line manager of any defects in Health and Safety arrangements in the workplace or in workplace activities, so that remedial action can be taken to prevent an accident or ill health.

PERSON PROFILE

Job Title: Teacher – MEADOWS SCHOOL
Responsibility: English KS3 & 4, development of literacy throughout the school

<u>Requirement</u>	<u>Essential/Desirable</u>
<u>1. Qualifications/Education/Knowledge</u> <ul style="list-style-type: none"> • Teaching qualification. • An up-to-date knowledge of current educational practice within mainstream education • A good working knowledge of the national curriculum in specific subject area – up to the end of KS4 • An understanding of the term 'emotional, social and behavioural difficulties' • Registration with the General Teaching Council or evidence that this is being processed 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<u>2. Experience</u> <ul style="list-style-type: none"> • Experience of teaching students with special needs • Experience of teaching a wide range of students from different social and cultural backgrounds • Experience of teaching a specialist subject 	<p>Desirable</p> <p>Desirable</p> <p>Essential</p>
<u>3. Abilities – both aptitudes and skills</u> <ul style="list-style-type: none"> • Able to teach and work with challenging students who exhibit physically and verbally abusive behaviour • Able to produce differentiated syllabuses that cater for a wide range of learning ability • Able to take responsibility for a curriculum area for key stages 3 and 4 • Able to use information technology to supplement education • Able to take pastoral responsibility for a tutor group of up to ten students 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

<ul style="list-style-type: none"> • Able to communicate effectively to a variety of audiences both orally and in writing 	Essential
<ul style="list-style-type: none"> • Able to establish and maintain positive relationships with students, parents and professionals 	Essential
<ul style="list-style-type: none"> • Able to work as part of a team 	Essential
<u>4. Personal qualities – characteristics, style, interests, attitudes</u>	
<ul style="list-style-type: none"> • Committed to providing a high standard of education for all young people 	Essential
<ul style="list-style-type: none"> • Committed to challenging disadvantage and creating opportunities for young people 	Essential
<ul style="list-style-type: none"> • Interested in extending knowledge and developing professional practice through training 	Essential
<ul style="list-style-type: none"> • Patient and calm when dealing with very troubled young people 	Essential
<ul style="list-style-type: none"> • Not afraid to challenge inappropriate behaviour or assist in the physical restraint of young people when necessary 	Essential
<ul style="list-style-type: none"> • Keen to work as part of a team of professionals in a residential setting 	Essential
<ul style="list-style-type: none"> • Keen to use initiative and be given responsibility 	Essential
<u>5. Circumstances/Health</u>	
<ul style="list-style-type: none"> • Ability to refrain from smoking during working hours (Barnardo's operates a no smoking policy) 	Essential
<ul style="list-style-type: none"> • Able to work some hours additional to normal working hours for purposes of training and meetings 	Essential
<ul style="list-style-type: none"> • Able to work with staff and young people in a variety of settings, e.g. residential unit 	Essential
<ul style="list-style-type: none"> • This post is subject to an enhanced disclosure check via the DBS 	Essential
<ul style="list-style-type: none"> • This post is also subject to satisfactory pre-employment medical screening. 	Essential
<u>6. Barnardo's Basis and Values</u>	
<ul style="list-style-type: none"> • Able to work to Barnardo's Basis and Values 	Essential
<ul style="list-style-type: none"> • Commitment to Barnardo's Equal Opportunities 	Essential
<ul style="list-style-type: none"> • Commitment to Barnardo's Care and Control policy 	Essential

