

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Lead Teacher of Vocational Subjects	<b>Location</b>	Thistley Hough Academy
<b>Salary</b>	MPS/UPS + TLR2	<b>Hours</b>	32.5 hours, term-time only
<b>Department</b>	Vocational Subjects: Health and Social Care, Travel and Tourism	<b>Reports To</b>	Assistant Principal

## JOB PURPOSE:

To lead the teaching of vocational subjects, including Health and Social Care and Travel and Tourism.

## KEY RESPONSIBILITIES AND DUTIES:

### The Role

- To contribute to raising standards of student attainment and to ensure outstanding progress in vocational subjects
- To teach vocational subjects (Health and Social Care, Travel and Tourism).
- To monitor and support the overall progress and development of students.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential in vocational subjects.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students in vocational subjects. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth within vocational subjects.

### Key Responsibilities

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the learning area in all key stages.
- Run after school clubs and competitions to promote participation rates.
- To contribute to the Raising Achievement Plans for vocational subjects and their implementation.
- To work collaboratively with the Heads of Department of vocational subjects in order to plan and implement the curriculum consistently.

### Curriculum Provision

- To assist other leaders of vocational subjects to ensure that the curriculum area provides a range of teaching which helps to deliver school improvement targets including those that relate to outcomes in vocational subjects, inclusive of Health and Social Care and Travel and Tourism.

### Teaching

- To teach, students according to their educational needs, including the setting and marking of work.
- To assess, record and report on the attendance, progress, development and attainment of students in vocational subjects and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To undertake a designated programme of teaching in vocational subjects.

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- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials in Health and Social Care and Travel and Tourism.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of vocational curricula.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards or work and homework.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- Ensure that school policies, including the behaviour for learning, anti-bullying and attendance policies are rigorously implemented.
- Work closely with parents and students and respect the contribution that families make.
- Ensure that Child Protection issues relating to students are addressed swiftly and in line with the Child Protection Policy.

JOB REQUIREMENTS:		
	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• A Degree in a relevant subject</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of teaching in a mainstream secondary education environment</li> <li>• Experience of teaching vocational subjects at Key Stage 4</li> <li>• Proven ability to support students to gain desired outcomes in vocational subjects</li> <li>• Experience of strong, effective behaviour management strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching Travel and Tourism and Health and Social Care at Key Stage 4</li> <li>• Expertise in planning the progression of subject skills within individual and across sequences of lessons.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Knowledge of educational policy</li> <li>• Knowledge of relevant exam board specifications of vocational subjects</li> <li>• Excellent knowledge of how vulnerable learners can be supported to realise and achieve their potential</li> <li>• Up to date knowledge of child protection</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the progression routes at Post 16 for students studying vocational subjects</li> <li>• Knowledge of coaching and methods of support other teachers to develop</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Be student centred with good interpersonal skills</li> <li>• Ability to communicate effectively with all stakeholders (including</li> </ul>	

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	<p>written, oral and presentation skills)</p> <ul style="list-style-type: none"> <li>• Ability to be flexible and adaptable</li> <li>• Ability to work under pressure and meet completion dates</li> <li>• Ability to think creatively, be analytical</li> <li>• Be committed to continuing professional development and be open to mentoring and coaching</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity.	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice.	
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

**This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.**

**The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.**

**The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Director of Research and Development.**

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**