Teacher HHELC

**Job Profile**

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| **Department** | **Children and Families** | **Salary****Level** |  |
| **Section****Place of** **Work** | **Hospital and Home Education Learning Centre**  **Across the 4 sites including online teaching.****All staff are employed by the Hospital and Home Education Learning Centre and therefore may be required to work across the provision dependent on service needs.**  | **MPS/UPS**  |  |

1. **JOB PURPOSE**
* To carry out the Authority’s responsibilities with regard to the educational provision made for pupils and young people with a range of medical, emotional or mental health needs. Each site works with a unique cohort of young people with differing experiences and needs.

# 2. PRINCIPAL DUTIES AND RESPONSIBILITIES

* Under the direction of the Head of School to provide continuing education for any pupil or group of pupils at HHELC as required.
* To plan appropriate programmes of work for pupils according to their educational needs and having regard to their medical, emotional or mental health needs.
* To follow the processes adopted by HHELC for monitoring and recording pupil progress.
* To request information from and provide information to the student’s home school, if appropriate.
* To liaise and consult with the student’s home school/ parents and/ or carers, social workers and other professionals as appropriate.
* To liaise with a colleagues who may be teaching a student in their home / different base to ensure continuity of provision.
* To actively contribute to whole school HHELC developments.
* To participate in the HHELC Teachers Appraisal process.
* To undertake any reasonable task set by the Senior Leadership Team
* Report any safeguarding concerns to the Designated Safeguarding Lead.
* Attend meetings/training and carry out administrative tasks and duties in relation to the school calendar.
* To offer support to staff in the teaching of Secondary Maths
* To monitor relevant policies to ensure that the curriculum requirements are appropriately reflected
* To maintain and upgrade resources for KS3 and KS4 Maths.
* To support staff in any new initiative relevant to KS3 and KS4 Maths.
* To ensure through appropriate training that knowledge of the Secondary curriculum in Maths is current and well-focused.

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| 3. All staff are expected to maintain high standards of customer care in the context of the City Councils’ core values, to uphold the Equal Opportunities Policy and health and safety standards and to participate in training necessary to their post. |

4. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties as directed by their supervisor, line manager or Head Teacher, the responsibility level of any other duties should not exceed those outlined above.

## 5. Numbers and grades of any staff supervised by the post-holder: None

## 6. Postholder’s immediate supervisor – Assistant Head Teacher

Postholder’s signature ………………………………………… Date ………………

**Job Profile to be reviewed at least annually.**

This job profile sets out the specialisms required in this role. The Post’s Job Description is in accordance with the STPCD.

Postholder’s signature ………………………………………… Date ………………