

ST JOSEPH'S SPECIALIST TRUST

Job Profile

Teacher and Subject Leader (Numeracy)

Name:

Date:

Job Context: St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living houses (together "St Joseph's"/ the "Trust") with approximately seventy students and eleven tenants. It has a staff of around 300.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

Title: Teacher and Subject Leader (Numeracy)

Job Purpose: To take responsibility for teaching numeracy throughout the school across all pathways and year groups. To provide professional leadership and management for the subject and secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.

**Accountable to:
(management)** Head Teacher and Deputy Head Teacher

**Accountable for:
(for management)** Students

KEY ACCOUNTABILITIES

Due to the nature of our environment and the challenges posed by our students, physical and mental resilience is required. This includes the physical agility to move across our large 23 acre site and support children in social, leisure and educational activities offsite.

Every member of staff is required to complete team teach positive behaviour support training before employment begins and refresher training periodically thereafter.*

**St Joseph's requires all staff to pass training in the positive behaviour management framework, Team Teach. During the precautions associated with the coronavirus pandemic the physical element of this training will be delivered using non-medical ppe.*

Policy and Leadership

- To have a good working knowledge and implement all Trust policies and procedures

Management of Teaching and Learning

- To lead and teach numeracy to individual students, whole classes and small groups
- To be accountable for student progress in numeracy

Management of Curriculum

- To lead numeracy (as a core skill within the curriculum) across all pathways and year groups

Management of Financial and Physical Resources

- To develop, monitor and control financial and physical resources related to the teaching of numeracy

Evaluation and Quality

- To monitor and evaluate student learning in numeracy

Administration

- To ensure that administration requirements are fulfilled

KEY TASKS

Policy and Leadership

- To plan and assess students using knowledge of the school's curriculum, schemes of work and national curriculum requirements in relation to numeracy

Management of Teaching and Learning

- Teach numeracy to individual students, whole classes and small groups
- Ensure teachers are clear about the teaching of objectives in lessons and understand the sequence of teaching and learning for numeracy
- Create a climate which enables other staff to develop and maintain positive attitudes towards numeracy and confidence in teaching it
- Ensure guidance is provided on the choice of appropriate teaching and learning methods to meet the needs of the subject and students
- Establish, with the involvement of relevant staff, short, medium and long-term plans for the development and resourcing of numeracy which:
 - are based on a range of comparative information and evidence, including the attainment of students and evidence based learning research
 - identify realistic and challenging targets for improvement mindful of the pathway and specific to that student;
 - are understood by all those involved in putting the plans into practice;
 - are clear about action to be taken, timescales and criteria for success

- Encourage students to work co-operatively with each other within an established discipline policy, anticipate and manage student behaviour and promote self-control and independence
- Provide feedback for students in relation to progress and achievement
- To assist other teachers, pathway leaders, subject leaders and therapists in the meeting of school policy and national curriculum requirements
- To assist teachers and therapists in the use of relevant management strategies to ensure a purposeful environment for teaching and learning to take place
- To be required, as and when necessary, to lead a class and deliver the wider curriculum

Management of Curriculum

- To promote numeracy as a core element of the curriculum across all pathways for all students
- Ensure curriculum coverage, continuity and progression in numeracy for all students
- To be required as and when necessary to teach throughout all pathways and across all curriculum areas and class groups.
- To plan, develop and advise on resources, within budget, for the development of the teaching area(s)

Management of People

- Plans to manage student behaviour taking into account the personal, social and emotional needs of students
- Works as a member of a team, planning co-operatively, sharing information, ideas and expertise
- Establishes good relationships with parents to promote students learning and development
- Establishes and maintains a positive regard towards students

- Consults and plans with learning support staff, non-teaching staff and outside agencies, as appropriate

Management of Financial and Physical Resources

- Organise and maintains a stimulating environment appropriate for the range of activities taking place
- Teaches students to take responsibility for resources and the environment
- Ensures that resources are organised and readily available to promote learning

Evaluation and Quality

- Monitor and assess student work and to use that to help inform the planning process to meet individual needs
- To keep records of student progress and report achievement in line with school policy and statutory requirements

Administration

- To keep records and carry out procedures to satisfy school policies
- To be fully involved in the appraisal process
- To attend and contribute to staff meetings as required
- Any other duties required by the Head Teacher and Deputy Head Teacher which is within the scope of this post
- At all times carry out duties with regard to the Trust's Health and Safety policy
- To work within and encourage the Trust's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- To respond to request for help when necessary and accepting priorities as they arise

This job profile is drawn up in the light of the following statement:

‘The role of Teacher and Subject Leader (Numeracy) is much valued within St Joseph’s Specialist Trust.’

“St Joseph’s Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment”.

Signature:
	Teacher & Subject Leader (Numeracy)	Executive Principal

Date:
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