

Job Description



Directorate	:	Children's Services
Location	:	Compass Learning Centre
Job Title	:	KS 3/4 Catering Teacher
Job Ref	:	
Grade	:	UQT / MPS
Reports to (designation)	:	Headteacher – Ms Alison Glazier

1. Job Purpose

- (i) To teach, through the delivery of Catering to students within the County of Dorset, with a particular focus in the Weymouth and Portland area, who are unable to obtain their education in mainstream schools for behavioural and/or other associated reasons.
- (ii) Teach KS3/4 students by planning their teaching to achieve progression of learning through:
 - Identifying clear teaching objectives and specifying how they will be taught and assessed.
 - Setting tasks which challenge students and ensure high levels of interest
 - Setting appropriate expectations
 - Setting clear targets building on prior attainment
 - Provide clear structures for lessons, maintaining motivation and challenge
 - Make effective use of assessment and ensure coverage of programmes of study
 - Ensure effective teaching and best use of available time
 - Monitor and intervene to ensure sound learning and discipline
 - Use a variety of teaching methods to:
 - 1. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - 2. Use effective questioning, listen carefully to students, give attention to errors and misconceptions
 - 3. Select appropriate learning resources and develop study skills.
 - Evaluate their own teaching critically to improve effectiveness.

2. Job Duties and Responsibilities (including but not limited to)

- (i) To take responsibility for ensuring the kitchen / catering area adheres to all statutory health and hygiene requirements
- (ii) Delivery of the curriculum
- (iii) Assessing students' work using NC, GCSE, NVQ / BTEC or other relevant criteria and keeping up to date with data input
- (iv) Attending Parents Evenings
- (v) Taking an active part in extra-curricular activities
- (vi) Using behaviour management strategies effectively
- (vii) Promoting and safeguarding the welfare of children and young people that they are responsible for, in accordance with our safeguarding and child protection policy.

3. Knowledge and Skills

- (i) ICT to advance the teaching and learning of students.
- (ii) ICT to monitor and review progress through the analysis of data

- (iii) A very good teacher of pupils of all levels of ability and specifically of those with behavioural and learning difficulties
- (iv) High level of organisation
- (v) A clear understanding of behaviour-related issues, be prepared to undertake Team Teach training and use these techniques in the classroom if required
- (vi) Experience of inclusion practices: gender differences, differentiation and SEN.
- (vii) Very good interpersonal and communication skills
- (viii) Would like to make a difference for pupils excluded from their mainstream schools
- (ix) A full and valid UK Driving Licence

4. Resources (job holder's responsibility for physical and financial resources)

- (i) Responsible for monitoring and maintaining relevant subject resources within the centre.

5. Working Environment

- (i) Small team of dedicated professionals providing educational packages for excluded pupils and pupils at risk of exclusion from mainstream schools. We are committed to inclusion and aim to reintegrate pupils into mainstream education. We work with small groups (up to eight pupils) teaching core subjects and other relevant subjects as part of a broad and balanced curriculum. The Compass is located in a former special school site which has been modified slightly to meet the needs of our team and pupils.

Job Description prepared by	:	Alison Glazier
Designation	:	Headteacher
Date	:	March 2021