

JOB DESCRIPTION POST 16 CLASS TEACHER



At Phoenix School, the education of our students is our first concern. All staff are accountable for achieving the highest possible standards in work and conduct. Staff are expected to act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and be self-critical; forge positive professional relationships; and work with parents in the best interest of their students.

GRADE: MAIN PAY SCALE / Upper Pay Scale + SEN 1 ALLOWANCE
RESPONSIBLE TO: SENIOR LEADERSHIP TEAM
FACULTY: SIXTH FORM

PURPOSE OF THE JOB

- 1) To identify the strengths, interests, and abilities related to skill acquisition of the students and establish projects within the school environment and local community.
- 2) To contribute to appropriate community job placements.
- 3) To develop employability skills needed to support the students in job development.
- 4) To support students' progress and achievement towards accreditation.
- 5) To work with and manage a team.
- 6) To work with local business and industry following a Pre-Supported Internship programme.

TEACHING AND LEARNING – Develop skills and provide pre-internship opportunities for students resulting in successful progression on to supported Internship or Apprenticeship programmes.

- 1) Work with the Assistant Head to identify work placements that students can participate in a variety of work experiences
- 2) Develop work opportunities and sites within the school environment that will increase job specific skills.
- 3) Plan with students, families, and support services to determine career interests, skills and abilities in order to develop a personalised programme.
- 4) To liaise with the work-related learning coordinator to design reasonable adjustments needed in the workplace.
- 5) Teach employability skills and maintain the students' vocational profiles.
- 6) To be accountable for assessment and accreditation.

COMMUNICATION

- 1) In consultation with SLT, plan and implement termly reviews for each student
- 2) Communicate about work placements with Assistant Head: Sixth Form and WRL coordinator.
- 3) Coordinate teaching assistants / job coaches for work placement.
- 4) Communicate regularly with Assistant Head: Sixth form to discuss student progress and issues.

PROFESSIONAL DEVELOPMENT

- 1) Participate in training relevant to your current role, as identified through the appraisal process, in order to update your knowledge and practice.
- 2) Reflect critically on own teaching practice, materials and strategies used through research methods.

OTHER

- 1) Apply and understand the policies and working practices, aims and objectives, and the mission statement of the school in creating and constructing new practices and policies.
- 2) Responsible for maintaining a definitive course file for the programme.
- 3) Undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility.

You must hold a teaching qualification or hold equivalent qualification for Post 16.

VARIATION CLAUSE

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Executive Headteacher in consultation with the Post Holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

FLEXIBILITY CLAUSE

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the Phoenix School Sixth Form mentioned above or in a comparable post in any of the school's other sections or departments.
2. This job description is a guide to the level and range of responsibilities the post holder will be expected to undertake. It may be changed from time to time to reflect the changing circumstances and demands of the Phoenix School Sixth Form. As directed, the post holder will undertake additional duties and responsibilities that may arise from time to time.

SAFEGUARDING

Phoenix School is committed to the safeguarding and welfare of our children and young people and expects all our staff and volunteers to share this commitment.



PERSONAL SPECIFICATION

POST TITLE: POST 16 CLASS TEACHER
GRADE: MAIN PAY SCALE QTS/QTLS + SEN 1 ALLOWANCE
RESPONSIBLE TO: SENIOR LEADERSHIP TEAM

APPLICANTS MUST HAVE:

- QTS/QTLS
- A teaching qualification recognised by the DfE.
- Training – special educational needs including autism or another relevant specialism

EXPERIENCE AND EVIDENCE OF:

- Successful classroom teaching including partnership teaching and working with some additional adults.
- Vocational training or teaching post 16 students
- Success in a significant area of curriculum development.
- To have an interest in teaching students with autism and the willingness to take on training to develop the appropriate teaching skills.

KNOWLEDGE AND UNDERSTANDING OF:

- Successful SEN practice or a desire to work within post 16 age range.
- Factors that influence the achievement of all students and how to raise levels of attainment
- Accreditations that could be offered at post 16.
- The role of assessment and monitoring student progress in raising the achievement.
- Practices to create an inclusive environment for learning.
- Developing partnerships with parents and the wider community.

SKILLS AND ABILITY TO:

- Assess and monitor student progress, maintain records and analyse data
- Support all students through a range of teaching styles and approaches and interventions appropriate to individual need.
- To deliver vocational subjects
- Communicate effectively and work as a member of various teams within the phase.
- To be self-motivated, effectively manage your time and be able to assess situations and take appropriate action, often under pressure.
- Understand the principles and practices of an effective ASD approach to learning and the teaching of a broad relevant curriculum for post 16 students.
- To implement strategies that are learned through training at Phoenix.

PERSONAL QUALITIES

- Flexibility and ability to work as part of a team and commit to the School values.
- A commitment to working positively with and to embrace the challenge of supporting and teaching autistic young people.
- A sympathetic approach to parents and an understanding of the need for confidentiality.