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**JOB DESCRIPTION**

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| **Job title:** | Secondary Teacher |
| **Post number:** | J043 |
| **Grade:** | MPR + SEN1 |
| **Contract:** | School Teachers’ Pay and Conditions |
| **Hours:** | 25 teaching hours |
| **Responsible to:** | Assistant Headteacher (Curriculum) |
| **Responsible for:** | --- |
| **Job purpose:** | To plan and deliver lessons across the curriculum on and off site, meeting teaching responsibilities as set out in the School Teachers’ Pay and Conditions Document.  To deliver aspects of the broader curriculum supporting the  social and emotional well-being of students excluded from  Mainstream education. |
| **Key internal contacts:** | Head of School  Director of School Improvement  Assistant Headteacher  Teachers  Tutor Team  Students  Business and Development Manager |
| **Key external contacts:** | Parents  Offsite providers |
| **Special consideration:** | Hold a clear Enhanced DBS check  Hold a current driving licence with own transport |

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| **Specific duties**   1. Curriculum  * To deliver lessons across the curriculum based on individual students’ needs and entitlement; * To contribute to the preparation and up-dating of Schemes of Work and subject development; * To deliver lessons to a range of classes for qualifications and external examinations up to GCSE level, or other accreditation in order to raise student attainment; * To mark, assess, record and report on students’ work, in accordance with current policies and ensuring accurate bench marking is in place; * To deliver lessons to students at their offsite provision.  1. Pastoral  * To be a tutor for individual students and responsible for their personal, social and academic development; * To promote and set high standards of attendance and behaviour.  1. Communication  * To meet regularly with your line manager and department; * To attend and contribute to relevant College meetings and training sessions; * To be responsible for communicating with parents, according to current policy, the progress made by the students in their care; * Contribute to INSET days and training sessions and deliver training to colleagues; * Liaise with the Examinations Officer to ensure entries are submitted on time; * To liaise and network with other professionals, parents and carers both informally and formally.  1. Resources  * To be responsible for setting appropriate work when absent from lessons; * To be responsible for maintaining the fabric of the classroom environment and adhering to health and safety policies and procedures; * To ensure the setting up of displays in the classroom and communal areas of the College; * To select and use a range of learning resources and equipment including IT software and interactive whiteboards;  1. Other  * To carry-out other related duties as may be identified by the Headteacher, which are commensurate with the post; * Use gained time and unfilled lessons to develop work on whole school writing across the curriculum. |

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| **Review**  This job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of the College in relation to the post-holder’s professional responsibilities and duties.  I confirm that I understand and agree the duties of this job description.  Signature:  Print name:  Date:  ----------------------------------------------------------------------------------------------  Manager’s signature:  Print name:  Date: |

**PERSONAL SPECIFICATION**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form**.

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|  | **Essential** | **Desirable** | **MOA** |
| **Qualifications** |  |  |  |
| Qualified Teacher Status; | 🗸 |  | C |
| First degree in related mainstream curriculum subject. | 🗸 |  | C |
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| **Abilities, Experience and Knowledge** |  |  |  |
| Experience of working with students with behavioural difficulties and learning needs on a one-to-one basis or in small groups; |  | 🗸 | A, I, R |
| The ability to record and assess pupils’ progress and performance and write reports on student development; | 🗸 |  | A, I |
| Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment; |  | 🗸 | A, I |
| To be committed to your lessons and facilitate high quality learning; | 🗸 |  | A, I |
| Comprehensive knowledge of syllabus area and relevant accreditation; | 🗸 |  | A, I |
| Understanding of Windows software for demonstrating in the classroom and for administration purposes. | 🗸 |  | A, I |
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| **Personal Qualities** |  |  |  |
| Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstances/situations; | 🗸 |  | A, I, R |
| Have a creative approach to problem solving and use this to inspire and motivate students; | 🗸 |  | A, I |
| Have excellent communication skills in order to build rapport with children, colleagues, parents and outside agencies both verbally and in writing. | 🗸 |  | A, I, R |
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| **Special conditions** |  |  |  |
| |  |  |  |  | | --- | --- | --- | --- | | Willing to undertake an Enhanced DBS check; | 🗸 |  | A, I | | 🗸 |  | A, I |
| Willing to work beyond conventional hours; | 🗸 |  | A |
| Hold a current driving licence with own transport. |  | 🗸 | A, I |

Methods of Assessment: A = Application, I = Interview and assessment, R = Reference, C = Certificates