

SOUTH GLOUCESTERSHIRE COUNCIL

New Horizons Learning Centre

JOB TITLE: Teacher

GRADE: MPS/UPS

POST NO:

REPORTS TO: Deputy Headteacher

POST NO:

1. JOB PURPOSE

Under the general supervision of the Deputy Headteacher the post holder will be expected to empower students to become independent learners and develop personal responsibilities as a member of the school community. They will be expected to facilitate and encourage learning that enables students to achieve high standards. They will also be responsible for the welfare and guidance of students, which will include responsibility for a tutor group

2. MAIN DUTIES

i. Accountabilities

- To take an active role in developing the culture and ethos of the school
- To implement whole school policies and practices
- Under the direction of the appropriate member of the leadership team, develop short, medium and long-term curriculum plans
- Ensure that our values and expectations are explicit in learning and teaching

ii. Teaching and Learning

- Ensure high quality teaching and learning takes place for all students
- Support the development of the personalised curriculum and school self evaluation
- Ensure schemes of work are developed and implemented appropriately
- To carry out necessary assessments in line with school policy
- Use systems for the recording, monitoring and target setting of individual students' progress according to department strategies
- Plan and implement activities to maximise student progress according to their individual needs
- Maintain discipline in accordance with school policy and demonstrate good practices in the classes taught with regard to attendance, appearance, uniform, punctuality, behaviour and independent learning
- Engage in professional development in relevant areas linked to individual and school plans
- Developing community links, including local, national and international networks
- Contribute to the personal development aspects of the welfare and guidance system including mentoring and tutoring
- Manage effective rewards and sanctions for students in line with school policy

iii. Leading and Managing Staff

- Create, maintain and enhance effective relationships
- Maintain effective communication across teams and with other staff across NHLC
- Identify, deploy and develop appropriate adults other than teachers and young people as leaders

iv. Resource Management

- Under the direction of the Leadership Team, allocate resources to support effective learning and teaching within the subject area.
- To ensure processes and practices meet the requirements of Health and Safety Policy

v. General

- Understand the principles and practices of effective teaching and learning
 - Understand the principles of relational teaching and its impact on outcomes
 - Engage in the preparation of schemes of work and lessons
 - Have knowledge and understanding of subject area(s)
 - Understand the principles and practices of monitoring/assessment/evaluation
 - Demonstrate the application of ICT to learning and teaching in subject areas
 - Understand the principles of curriculum planning and associated personalisation techniques to maximise student progress
 - Use cross-curricular themes appropriate to teaching and learning
-

3. DIMENSIONS

Number of pupils in school - 64

Number of staff in school - 41

4. JOB CONTEXT

The service provides an engaging, inspiring and motivating curriculum of academic, personal and social development for vulnerable young people who are not in mainstream schools.

Under the direction of the Deputy Headteacher the post holder will work in and with a range of partners as required.

The post holder will work within and promote the vision and the values of NHLC acting as a role model for staff and students in their professional conduct at all times

The post holder must be prepared to maintain or develop up-to-date specialist knowledge, visiting national and regional venues for meetings and attending identified training sessions.

5. SUPERVISION AND WORK PLANNING

SUPERVISION RECEIVED

From the Deputy Headteacher

6. PROBLEMS AND DECISIONS

The post holder will be expected to make decisions relating to their own area of responsibility.

7. CONTACTS

- Parents and carers of young people
 - Headteachers and school staff
 - School Governors
 - External agencies
 - Voluntary and community groups
 - Training providers
-

8. KNOWLEDGE, EXPERIENCE AND TRAINING

Strategic Direction and Development of the School:

The post holder will be expected to support and promote the development and progress of the school, its students and staff. All teachers are expected to:

- Ensure that the conditions for achieving the school vision and values are ensured, promoted and communicated
- Facilitate open and clear lines of communication with all stakeholders
- Contribute to the school's development and implementation of policies
- Contribute to the School Development Plan and take responsibility for delegated aspects of it
- Ensure parents are well informed about the school and their child's progress

Teaching and Learning

All teachers are expected to lead by example, both in their leadership and management role but also in the classroom, teaching effectively and promoting high standards of achievement, behaviour and discipline. They are also expected to:

- Promote the school vision and values
- Deliver through the principles of relational teaching and learning
- Establish a classroom environment which promoted learning at all levels
- Contribute to the monitoring of the quality of teaching, curriculum and student achievement

9. PHYSICAL EFFORT AND/OR STRAIN

Most activities will be undertaken within school premises but there will be some off-site work, which may include home visits to support pupils or parents. Working within the school setting may involve having to deal or assist with challenging or disturbing behaviour and medical conditions.

On occasions the postholder may need to engage in some physical effort for controlled intervention with pupils and some lifting may be required to move equipment or resources.

There may be a requirement to undertake Team Teach training so that if there is a need they can physically intervene with young people in the appropriate way.

10. WORKING ENVIRONMENT

Working in a busy school environment and occasionally on other mainstream or special school sites.

11. EQUIPMENT

The post holder will be required to operate equipment associated with working in a normal office and that associated with the provision of education for young people out of mainstream contexts.

12. GENERAL

This job description only contains the main duties relating to this post and does not describe in detail all the duties required to carry them out and there will be an expectation that the post holder will carry out other duties that reasonably fall within the general nature of the level of responsibility of the post.

South Gloucestershire Council is committed to equality of opportunity and it is the responsibility of the post holder to understand and actively implement this approach in their work and dealing with all colleagues.

The post holder must ensure the output and quality of work accords with current legislations and regulations.

The post holder will be expected to follow the Council's Health and Safety Policy whilst carrying out their duties. They must be responsible for their own safety and must not endanger their colleagues and visitors to the workplace. Under the Data Protection Act 1984, all employees are under a legal obligation not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorised manner.

Duties and obligations under the Act that relate to this particular post will be explained to the post holder upon appointment to this post.

13. SPECIAL NOTES OR CONDITIONS

The nature of the duties of this post will require the post holder to travel on school business on a regular basis, for which you will receive a mileage rate based on the Inland Revenue Authorised Mileage Allowance Payment Scheme (AMAPS), so you must either have a current driving licence and provide a car with business insurance, or have access to appropriate means of travel.

'The postholder will be subject to an enhanced Criminal Records Bureau check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions (including cautions, bindovers or no case to answer) must be declared'.

'The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools child protection and behaviour management policy'.

Signature:

Date: