|  |  |
| --- | --- |
| **Teacher of English (SEMH Students) – Job Description** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

Reporting directly to the Head of Lifelong Learning

**Teaching and learning**

* Teaching pupils in KS3 and KS4 English studies including GCSE Language; GCSE Literature; Level 1 & 2 Functional Skills.
* Identify and adopt the most effective teaching approaches for pupils with Social, Emotional & Mental Health Needs (SEMH). and share approaches with other colleagues.
* Monitor teaching and learning activities to meet the needs of pupils with Social, Emotional & Mental Health Needs (SEMH).
* Identify and teach study skills that will develop pupils’ ability to work independently.
* Ensure pupils have the learning support materials needed to effectively access learning.

**Recording and assessment**

* To ensure that paperwork relating to students with SEMH needs meets statutory requirements.
* Work with colleagues to set challenging targets for raising achievement among pupils with SEMH needs.
* Ensure robust tracking systems are in place to collect and interpret specific pupil level assessment data allowing the school to identify value-added by its quality first teaching programme and intervention strategies.
* Set up systems for screening pupils’ ability in English at “point of entry” identifying, assessing and reviewing provision for SEMH children once identified.
* Update the Director of Inclusion on the effectiveness of English studies for pupils with SEMH needs
* Develop understanding of learning needs and the importance of raising achievement among pupils.
* Attend CPD
* Keep parents informed about their child’s progress.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake.

|  |  |
| --- | --- |
| **Teacher – Professional Duties** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

The following duties shall be deemed to be included in the professional duties which a teacher employed by a Sixth Form College may be required to perform.

### Teaching

(1) (a) planning and preparing courses and lessons;

(b) teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in college and elsewhere;

(c) assessing, recording and reporting on the development, progress and attainment of students in each case having regard to the curriculum for the College.

### Other activities

(2) (a) promoting the general progress and well-being of individual students and of any class or group of students assigned to you;

(b) providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;

(c) making records of and reports on the personal and social needs of students;

(d) communicating and consulting with the parents of students;

(e) communicating and co-operating with persons or bodies outside the college;

(f) participating in meetings arranged for any of the purposes described above;

### Assessments and reports

(3) providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students;

### Appraisal and Staff Development

(4) (a) participating in arrangements made for the appraisal of your performance and that of other staff in the light of the responsibility for the appraisal of staff that is laid on the College Principal by Article 3(2)(c) of the College’s Articles of Government.

(b) reviewing from time to time your methods of teaching and programmes of work;

(c) participating in arrangements for your further training and professional development;

#### Educational methods

(5) advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

#### Discipline, health and safety

(6) maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere;

#### Staff meetings

(7) participating in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements;

**Cover**

(8) supervising and so far as practicable teaching any students whose teacher is not available to teach them provided that no teacher shall be required to provide such cover:

(a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days; or

(b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the college for two or more working days before the absence commenced; unless:

(i) she/he is a teacher employed wholly or mainly for the purpose of providing such cover (‘a supply teacher’); or

(ii) the college have exhausted all reasonable means of providing a supply teacher to provide cover without success; or

(iii) she/he is a full-time teacher at the college but has been assigned by the Principal in the timetable to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which students are taught at the college.

### Public examination

(9) participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students’ presentation for and supervision during such examinations;

##### Management

(10) (a) contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers;

 (b) co-ordinating or managing the work of other staff

(c) taking such part as may be required to you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.

### Administration

1. (a) participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of person providing support for the teachers in the College and the ordering and allocation of equipment and materials;
2. registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.

Signed:…………………………………………………………… Date:……………………………….