



ROLE: Functional Skills Teacher/Tutor

Must be able to teach GCSE and Functional Skills

REGION: Wakefield, West Yorkshire

HOURS: 8.00am – 3.30pm & 1 hour for weekly staff meeting

JOB DESCRIPTION:

Line Manager: Head of Education: Upper School

Job Purpose

Under the reasonable direction of the Head of Education and Senior Leadership Team, carry out the professional duties of a school teacher as set out in the current School policies. Uphold the professional code of a teacher, as outlined within the teacher standards.

Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties and core standards below.

Areas of Responsibilities & Key Tasks

Teaching & Learning

- Be responsible for the learning and the achievement of all pupils in the class(es) ensuring equality of opportunity for all;
- Planning and preparing schemes of work and lesson plans;
- Create a purposeful learning environment;
- Teaching, according to individual educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- Teach engaging and motivating lessons informed by well-grounded expectations of learners and designed to raise levels of attainment;
- Know how to make effective personalised provision/effectively provide differentiated tasks for those they teach;
- Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them;
- Know how to use skills in literacy, numeracy and ICT to support their teaching and wider professional activities;
- Use assessment as part of their teaching to diagnose learners' needs, set realistic and challenging targets for improvement, and plan future teaching.

Assessment, Recording & Reporting

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils except in instances where to do so might be regarded as compromising a teacher's own position;
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take responsible and conscientious attitude to their own work and study;
- Set a vision and targets for pupil success;
- Assessing, recording and reporting on the development, progress and attainment of pupils;
- Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment;

- Track progress, regularly monitor reports on progress, identify and deliver interventions where appropriate;
- Know the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to examinations and qualifications;
- Know a range of approaches to assessment, including the importance of formative assessment;
- Know how to use reports and other sources of external information related to assessment in order to provide learners with accurate and constructive feedback on their strengths, weaknesses, attainment, progress and areas for development, including action plans for improvement;

Strategic Direction and Development of the School

- Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work, and contribute to the development, implementation and evaluation of the policies and practice of their workplace, including those designed to promote equality of opportunity.
- Support the Leadership Team to set vision and direction for the school;
- Contribute to the life and community of the school in all of its aspects.
- Establish and maintain a positive learning environment in which the pupils' behaviour is well managed and within which social, emotional and learning needs can be met within a supportive framework.
- To promote the social and emotional development of children through positive approaches that encourage appropriate relationships and the development of self-esteem.

Behaviour Management

- Have the ability to identify and de-escalate potential problems before they escalate and be able to develop strategies to promote the positive behaviour of pupils;
- Hold positive values and attitudes and adopt high standards of behaviour in their professional role;
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy;
- Maintain the school's system of rewards and sanctions, which is understood and appreciated by pupils and parents;
- Promote learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills.

Pupil Care & Welfare

- Be familiar with and supporting all staff in following the school's safeguarding policy;
- Be aware of, and comply with, current policies and procedures relating to child protection; health & safety; confidentiality and data protection, reporting all concerns to the appropriate person;
- Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

Other

- Have a commitment to collaboration and co-operative working where appropriate;
- Provide cover by supervising and teaching any pupils, whose teacher is unavailable;
- Know and understand the relevant statutory and non-statutory curricula/frameworks, including those provided through the National Strategies, for their subjects/curriculum areas;
- Engage actively with the annual performance management review process, in accordance with the school's policy;
- Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, subject improvement plan, subject policy as and when requested;
- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies;
- Perform any reasonable duties as requested by the Head teacher or member of the Senior Leadership Team.

Working Time

- Teachers are required to work 195 days in any one academic year, of which 190 days shall be with pupils;

- Working hours are: **8.00am – 3.30pm & 1 hour for weekly staff meeting**

Essential

- A deeply held conviction that every child can achieve and reach their potential;
- The belief that all children deserve a life of choice and opportunity;
- Ability to be adaptable in a fast-paced extremely environment;
- Commitment to the safeguarding and welfare of all children;
- Excellent classroom practitioner;
- Excellent team player;
- Ability to work successfully with pupils with challenging behaviour;
- High expectations of others;
- Resilience;
- Ability to work on own initiative;
- Willing to undertake training.

Desirable

- Qualified to degree level with QTS and above;
- Experience of working with young people from challenging backgrounds;
- Evidence of continually improving the outcomes of pupils;
- The courage and conviction to make a difference;
- The ability to listen and communicate effectively;
- Constant deep reflection which leads to personal growth and better pupil outcomes;
- Sustain energy, optimism and motivation in the face of pressure and setbacks;
- Stay calm in difficult situations and maintain clarity of vision;
- Support the team and be aware of others' levels of resilience in different situations;
- Driving Licence;
- Commitment to on-going improvement and learning;
- Evidence of ability to plan strategically.

When you join our team, you become part of something very special – a growing organisation providing outstanding fostering, residential care and special educational services to some of Britain's most vulnerable children and young people. We can promise you plenty of challenges, and a rich variety of opportunities to develop your career.

Person Specification

Post Title: Functional Skills Class teacher

	Essential	Where Identified	Desirable
Qualifications			
Educated to degree level	✓	A	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS	✓	A	
A Level 3 or higher qualification in English or Maths or Science or all 3	✓	A	
Experience			
Must have taught in the Key Stage 3, 4 and 5	✓	A	
Will have had experience of teaching in a SEN setting		A	✓
Professional Knowledge and Understanding			
Must understand the expectations in the new Ofsted Framework regarding effective learning and teaching	✓	I	
A sound knowledge and understanding of the National Curriculum	✓	I	
A good understanding of the National Literacy and Numeracy Strategies.	✓	I	
An excellent understanding of curriculum and pedagogical issues relating to learning and teaching.	✓	I	
Understanding of current good practice in learning and development	✓	I	
Understanding of the interrelated developmental, social, emotional, learning and cultural needs of young children and the implications for good practice in care and education	✓	I	
Good understanding of Statutory and Non Statutory testing across the secondary phase.	✓	I	
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> Participation and implementation of the School Behaviour Policy Awareness of Health and Safety implementation in the work place Implementation of the school Equal Opportunities Policy 	✓	I	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN	✓	A	
Familiarity with writing and delivering effective Individual Education Plans for pupils with SEN	✓	I	
A good understanding of SEN particularly ASD and how to effectively meet individual needs in order to promote personal progress	✓	A	
Professional Skills and Abilities			

A good classroom practitioner willing and able to teach any class in the secondary phase as deemed necessary.	✓	A	
A teacher with good ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching	✓	A, O	
Able to observe and interpret children's behaviour, identify learning needs and employ a range of teaching styles to ensure progress	✓	O	
Able to plan, organise and resource a stimulating learning environment for individual children and groups of children and deliver, evaluate and assess learning	✓	O	
Must be able to keep records of pupil progress in line with school policy	✓	I	
Must be able to use assessments of pupils learning to inform future planning	✓	I	
Ability to plan and work collaboratively with colleagues	✓	I	
Personal Qualities			
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	I	
A teacher with a flexible approach to work who enjoys being a good team member	✓	I	
Must have good communication skills both orally and in writing	✓	A, T, I	
Must be able to manage own work load effectively and respond swiftly to tight dead lines	✓	A	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	A	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	A	
Willingness to, and ability to, contribute to whole school INSET	✓	A	
Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others	✓	A	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	A, I	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	A	

A = Application I = Interview O = Observation T = Test