



### **Job Description – Vocational Teacher (Prince's Trust or ASDAN)**

<b>Reports to:</b>	Head of Department- Outdoor Education Ultimately, Head of Curriculum
<b>Direct reports:</b>	None
<b>Location:</b>	West Heath School – Sevenoaks
<b>Hours:</b>	Full time, permanent
<b>Pay:</b>	<b>£21,933 - £46,179</b> (dependant on qualification)

#### **The School:**

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. As part of the team, teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic, resourceful staff find the work rewarding.

#### **Main Purpose of the role:**

- To promote vocational pathways and use the Prince's Trust curriculum to re-engage students who cannot access a traditional curriculum.
- To promote practical, career-related skills and skills for life with the students.
- To organise, develop and maintain folders which evidence students' learning.
- To support the school's mission statement, 'Rebuilding Lives through Education' by ensuring that teachers value the need to both educate students and to promote students' wellbeing by understanding and improving their social, emotional and mental health needs.
- To demonstrate practice which educates students according to their individual needs, supporting them to achieve to their full potential.
- To be flexible and adaptable, as West Heath School prides itself on its bespoke curriculum that offers its students a variety of academic pathways, such as BTEC, GCSE, NCFE, Prince's Trust and Functional Skills.

#### **Main Duties and Responsibilities:**

- Plan, prepare and deliver lessons as per timetable, understanding that at times you may need to be flexible, including covering lessons in your department, and that Personal Development subjects, such as PSHCE and Life Skills, are an integral part of the curriculum for all teachers.

- Ensure that the West Heath Lesson format is used and adapted in all lessons as this structure informs our trauma-informed approach to the curriculum.
- Modify teaching and learning for all students according to their educational needs and abilities.
- Appropriately stretch and challenge all students.
- Support students to maintain good standards and develop their learning, literacy and numeracy skills, and thus improve their attainment across the curriculum.
- Assess, record and report on the development, progress, attainment and behaviour of the students within your care, using the West Heath School systems accurately and effectively.
- Promote the general progress and wellbeing of students.
- Provide guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice.
- To ensure that all teachers adhere to a 'Promoting Positive Behaviour' approach; this includes using Restorative Approaches such as participating in Restorative Meetings with students, using the language of universal positive regard and keeping a 5:1 positive to negative behaviour management ratio. All our teachers must promote the concept of growth mindset and believe that all students and adults are capable of change.
- To promote the values of the 4Rs- Respect, Resilience, Relationships and Responsibility- and act as a role model to all students.
- Communicate, consult and co-operate with other members of the school staff, including those having posts of special responsibility and parents/carers to ensure the best interest of students.
- Reviewing and evaluating one's own teaching and learning strategies, methodologies and programme/s in line with the school's expectations. This includes participating in all teaching observations, book scrutinies and learning walks as part of a supportive process of ongoing professional development.
- Ensuring high standards of professional practice and quality of teaching and learning of the subject/s through effective dialogue, participating in CPD, department and twilight meetings.
- To run a lunch time or after-school club to promote students' interest and enjoyment in your subject and ensure that students have the ability to learn in different contexts.
- To understand that all teaching staff are expected to undertake a tutor role and that this is a fundamental part of teaching role at West Heath School. It is important that all staff believe that positive relationships between staff and students are key to creating a safe and trusting environment in which students can thrive and succeed.

- To ensure that safeguarding practices and policies are at the forefront of teaching practice and that all teachers are aware of and promote safeguarding issues in their lessons.

### **Safeguarding**

- To undertake relevant training linked to the post and update as required.
- To ensure that they are aware of safeguarding practices and policies and understand the escalation processes.
- To ensure that safeguarding practice and policies are at the forefront of your practice and promote safeguarding in their interactions with students.

### **Health and Safety:**

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies.
- Ensure classroom/ learning environment is fit for purpose and appropriate to the needs of the students.

### **Partnership Working:**

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

### **Equality and Diversity:**

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief.
- Support people to express their individuality and uniqueness in all areas of life.
- Support students to be respectful of each other.

### **General:**

- To act as an ambassador for West Heath School representing the school where necessary at events and meetings.
- To undertake ongoing, professional development and any relevant training as identified.
- To promote the values of the 4Rs and uphold the ethos of the school.
- To complete any tasks that are reasonably requested by your line managers and/ or SMT, such as participating in school rotas, attending Parent/ Carers' Evening, attending twilight training, completing student progress reports in a timely manner.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular meetings, and team meetings, as required by your Line Manager.

- Ensure that deadlines are met and adhered to, including marking lesson attendance, completing reports, attending briefings and meetings in a punctual matter and ensuring that all legal documents such as student dashboards and risk assessments are regularly reviewed and updated.

**Qualifications and experience required for this role:**

See - Person Specification below



## PERSON SPECIFICATION

Requirement	Essential	Desirable
<b>1. Qualifications</b>	<p>A relevant vocational qualification e.g. Foundation Degree in Education, Diploma in Education, Certificate in Education, PGCE or PCE etc</p> <p>Maths and English GCSE Grade 9-4 (A-C)</p>	<p>Experience teaching the Prince's Trust curriculum.</p>
<b>2. Experience</b>	<p>Experience teaching or supporting teaching a vocational subject in a school setting, such as an ASDAN/ NCFE/ BTEC course.</p> <p>Experience in a SEND provision.</p> <p>Teaching individuals, groups and whole classes.</p>	<p>Experience in teaching and supporting pupils with ASD, ADHD etc.</p> <p>Experience in Trauma Informed working.</p>
<b>3. Knowledge and skills</b>	<p>Be able to demonstrate levels of numeracy and literacy to GSCE students.</p> <p>Understanding of relevant policies, codes of practice and legislation including safeguarding.</p> <p>Strong behaviour management skills.</p> <p>Ability to make effective use of strategies to motivate and engage all pupils.</p>	<p>Experience writing and completing risk assessments.</p> <p>Experience of multi-agency working.</p> <p>Experience of assessing coursework.</p>
<b>4. Competence</b>	<p>Have effective oral and written communication skills.</p> <p>Form effective professional relationships including team working.</p> <p>Have good organisational and time management skills.</p> <p>Use coaching and mentoring skills with adults and students.</p> <p>Demonstrate leadership and line management skills.</p> <p>Have excellent ICT skills.</p>	<p>An understanding of and a genuine commitment to Inclusion.</p>

<b>5. Personal Qualities</b>	Resilient  Compassionate  Have empathy with those facing barriers to their learning.  Strong work ethic  Be able to work independently.  Remain calm under pressure and be able to adapt to change quickly.	
<b>6. Other</b>	Full Driving Licence	

**Note:**

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

***West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***