

**Job Title:**

Subject Teacher

Responsible to:

Head of Study Programme

Hours:

16 - 20 hours per week (2/ 2.5 days)

Role:

You are responsible for the planning and delivery of your subject to the young people as part of their study programme. You will carry out a range of assessments to ascertain the learning levels, gaps and requirements of the student and create and adapt appropriate course materials and delivery patterns to suit their learning style, needs and employment and progression goals and in line with the requirements of appropriate examining bodies. You will work closely with colleagues to actively support the young people in their wider study programme activities and deliver high standards of teaching, learning and assessment in a positive and person-centred environment.

Duties Include:**Working with the Young People**

- Develop positive, effective and appropriate relationships with the Young People that will bring deep understanding of their needs, challenges and aspirations. Use this to maximise their potential to grow as individuals, learn and achieve their academic and personal aims and future goals including the potential of the work placement and other appropriate progression opportunities.
- Encourage their growth and resilience with kind, fair and firm words and actions; model appropriate behaviour and use the reward and disciplinary measures in place to reinforce boundaries whilst nurturing a safe and positive environment.
- To make appropriate safeguarding decisions in any given learning environment and to appropriately share and record any concerns or actions taken.
- In partnership with the Study Programme team, develop and implement, where appropriate, specific training/ PSD opportunities to increase the likelihood of success for the Young Person and ensure the proper maintenance of records to be shared with the Young Person and colleagues.

Teaching and Learning

- In conjunction with colleagues and SP processes, identify learner styles, levels and gaps through appropriate initial assessments and develop individual learning plans accordingly



- Develop an appropriate variety of resources to be able to fully differentiate and meet the needs of learners with a broad range of learning styles, ability, SEN, schooling experiences and academic confidence
- Manage delivery and resources appropriate to Functional Skills, GCSE and life skills and that engage with individual employment and personal interests and aspirations to encourage engagement.
- Identify and model effective teaching and learning approaches for all learners and team members to follow
- Positively direct colleagues supporting the learning sessions appropriately

Recording and assessment

- Manage learner ILPs and general administration/ record keeping thoroughly, effectively and appropriately in a timely manner to maintain meaningful dialogue about progress and planning for delivery and evidence of the learner journey.
- Make decisions about learners' readiness for and implement the necessary arrangements for internal and external assessment
- Manage assessment and quality data to be able to track and interpret the learner journey and identify issues, challenges and successes quickly
- Work with colleagues to set challenging targets for raising achievement among learners with SEN, to ensure that appropriate interventions are effective, that access arrangements reflect the everyday classroom experience.
- Attend and where appropriate, initiate, internal and external review/ verification/ standardisation meetings for your learners and share good practise with colleagues

Other

- To liaise closely with the administrative team with regard policies and procedures relating to the learning environment.
- To attend and contribute to appropriate meetings and develop strategies in partnership with colleagues.
- To prepare documentation for audit and quality assurance purposes if appropriately directed to do so.
- You will be expected to keep your CPD up to date and remain across changes to guidance and assessment and TLA in your subject area,
- Be prepared to actively participate in and showcase the work of the young people in statutory inspections
- To undertake any other relevant, reasonable duties, training and responsibilities as may be required.

Qualifications and Experience:

- Has appropriate teaching qualification at level 5 / 6 and demonstrable appropriate experience – preferably with SEND experience.
- Has appropriate level 2/3 minimum subject qualification
- Confidence of practise and working with young people that comes with experience

**Competencies:**

- Flexibility, Energy, Initiative and Confidence; Creating trust; Respect for others; Excellent Team working
- Understanding and empathy with learners facing multiple challenges and obstacles to learning and life progression
- Exceptionally high level of personal integrity and confidentiality
- Organisation and management skills
- Creative approach to problem solving
- A commitment to and understanding of Equal Opportunities
- Evidence of understanding and effective implementation of safeguarding policies and commitment to creating a safe learning environment
- Commitment to educational values and a passion for learning
- Ability to work flexibly to meet changing needs
- Proficiency in the use of MS Office programmes, E-mail and the Internet

Personal Characteristics:

- Be kind, calm and positive with a pro-active attitude; A team player and a leader; A creative problem-solver; A hard-working professional with a good sense of humour.
- Communicate effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organisation
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organisational parameters
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decision that enhance organisation effectiveness
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organisation

NOTE:

This job description is intended as a general guide to the duties related to above to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the organisation, always in consultation with the post holder.