



Trinity School and College

## **Specialist Teacher City and Guilds - Construction Job Description**

**Line Management:** As per current staff structure

### **MAIN RESPONSIBILITY**

To teach pupils within the school and College to carry out such other associated duties as are reasonably assigned by the head teacher.

To teach pupils within Key Stage 4 & 5 Class and to carry out such other associated duties as a Trinity School and College Specialist Teacher as assigned by the Headteacher.

### **Relationships**

1. The post holder is responsible for liaison with the Headteacher and other outside agencies as appropriate.
2. The post holder may be responsible for the supervision of the work of Senior Teaching Assistants and Teaching Assistants relevant to their responsibilities.
3. The post holder is responsible for working collaboratively with the interventions schedules and therapies within the school in order to provide a holistic approach to the educational provision.

### **RESPONSIBILITIES**

The particular responsibilities attaching to the post of special school teacher are as follows:

1. to teach, according to their educational needs, pupils assigned in allocated class(s) or group(s), across the curriculum and in key subject areas of responsibility;
2. to control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of Senior Teaching Assistants and Teaching Assistants;
3. to maintain behavioural management in accordance with the rules and behavioural policies of the school promoting positive behaviour through the school reward and award systems;
4. to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole;



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5. to maintain the Scheme of Works for the Curriculum at the relevant key stage linked to your teaching responsibilities;
6. to produce lesson plans, learning objectives, assessment for learning and assessment evidence as required by the Headteacher at timely intervals according to schools policies, procedures, processes and practices;
7. to provide support and guidance to trainee instructors, through team teaching and lesson observations as required by the Headteacher;
8. to lead training and development programmes to support the school Training Schedule for Instructors, Youth Workers and Teaching Assistants as required by the Headteacher;
9. to contribute to the Data Programme with termly evidenced assessments for English and Mathematics;
10. to monitor and report to parents on the progress of pupils in the allocated class or group;
11. to assess pupils' achievements and progress in accordance with arrangements agreed within the school and by reference to the provisions contained in the pupils' EHC plans;
12. to maintain records held with Pupil Profiles, attend meetings including working collaboratively with outside agencies as required with regard to individual pupils;
13. to mark class or group attendance registers;
14. to engage with own continuing professional development training schedule and to provide training and development support to trainee instructors and teachers, alongside teaching assistants within the school;
15. to contribute to whole school projects with collaborative planning, preparation and delivery;
16. to maintain a classroom which is ordered and structured with reference to SPELL framework;
17. to provide holistic approach to supporting Dyslexia specialist teaching within an autistic friendly learning environment;
18. to support the presentation of achievements, student work and the creative curriculum within the corridors of Trinity School and College.
19. To ensure student's work is regularly marked in accordance with agreed criteria.

### **Examinations Coordinator – City and Guilds**

1. To work with the Examinations Manager, working internally with teachers and assessors, Head of Key Stage 4 and the Headteacher. Being aware of examination changes each academic year for the accreditation used to support the frameworks within City and Guilds.
2. Ensuring that the examination entry process can be completed in a timely way by the Examination Manager, by gathering information from Trinity School



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teaching staff to ensure that students' examination entries can be made correctly, making amendments/withdrawals through internal communication methods, reducing financial penalties for the centre.

3. Managing the examination preparation process within the school and college. This includes preparing examination timetables for school students and staff; creating seating plans for each examination room; receiving and checking confidential examination materials; administering internal assessment.
4. Managing school based examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and ensuring that all documents are presented to the Examination Manager for dispatch.
5. To be available for the Pre Results and Results Day for Examination Results in order to support the distribution of examination results for the school students.

**The job holder is required to undertake other duties from time to time as required by the Headteacher which may include attendance at your place of work outside of the term time teaching commitment.**

**You are required to comply with all Health and Safety guidance within your areas and rooms and to work collaboratively with your colleagues to maintain a health and clean environment.**

### **Standards and quality assurance**

1. Support the aims and ethos of the School and College;
2. Set a good example in terms of dress, punctuality and attendance;
3. Attend and participate in open evenings and student performances, including supporting out of school/college activities and events which extend beyond the school day;
4. Uphold the School and College behaviour code and uniform regulations;

### **Arrangements for appraisal of performance**

The role of the Specialist Teacher will be monitored through the schools performance management programme by a Nominated Member of the Senior Leadership Team.



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### **Supervision**

To engage with the formal process of supervision within the school in which the workload and performance of the Specialist Teacher is constructively analysed and reviewed each term.

### **Assessment and Training**

To engage with the formal training and development programme within the school.

### **Equality and Diversity**

Be aware of and support difference and ensure that the schools equalities and diversity policies are followed.

### **Safeguarding**

Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection; Health and Safety; Confidentiality; and GDPR and report all concerns to the Headteacher or Safeguarding Team.

The jobholder is required to contribute to and support the overall aims and ethos of Trinity School and College. All staff are required to participate in training and other learning activities, and in performance management, supervision and development as required by the colleagues policies, practices and development plan.

Signed

JOB HOLDER

Printed Full Name

Dated

Signed

HEADTEACHER

Printed Full Name

Dated