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| Functional Skills Teacher **Job Description and Personal Specification** | |
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| **Job title:** | Functional Skills Teacher |
| **Place of work:** | Catch22 College : Maidstone |
| **Hours of work:** | Full time |
| **Salary/Grade:** | Practitioner £24,961-£35,360 |
| **Reports to:** | Lead Teacher |
| **Level of screening:** | Enhanced DBS |
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| Who we are | |

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. [We call these our '3Ps'.](https://www.catch-22.org.uk/about/our-vision/)

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

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| Where you fit in |
| Our Catch22 College is the collective name for 6 sites we have across the country delivering academic and vocational training programmes for young people aged 16+ who, for whatever reason, are not suited to a mainstream college setting. Our College Site, like our all our other College sites, provides students with a highly supportive environment where they have access to opportunities to build up their confidence and self-belief, and to gain new skills and experiences that will help them to achieve their goals in life. We exist to help our students *find their future*. | |
| Main Duties & Accountabilities |

Our Teacher will have critical accountabilities, which are:

Teaching and learning:

* Teach Functional Skills from Entry Level to Level 2 in Maths and English
* Create an inspirational learning environment with high expectations of learner achievement, success and progression, respecting individual differences in culture and background and reflecting this in the environment of the classroom.
* Engage with parents regarding the progress of learners, ensuring that they are engaged and supportive in all aspects of our delivery.
* Build effective and supporting relationships with; embed that trust and support within the education process.
* Ensure that lessons are well planned and enable learners to achieve and progress.
* Be the role model for inclusive learning and the recognition and celebration of diversity.
* Ensure at least good outcomes for all pupils.
* Oversee and co-ordinate the development of your subject(s) area.
* Plan, produce and update schemes of work to meet curriculum, inspection, and accreditation requirements, taking into account guidance from the DfE and other regulatory bodies to ensure compliance with all current requirements.

Prepare and deliver lessons/learning activities to individuals and groups of learners as required by the curriculum/timetable that:

* Are informed by relevant and up to date subject and curriculum knowledge.
* Reflect the wide range of needs of students within your classroom.
* Use a range of teaching and learning strategies and resources in line with the College’s teaching and learning policy adapted to learners’ individual needs
* Develop learning resources and learning routes that meet learner needs and the requirements of Catch22 and commissioner requirements.
* Implement and maintain systems for monitoring and evaluating learning activities to ensure they are effective and worthwhile and best practice is maintained.
* Identify clear teaching objectives, learning outcomes and IEPs.
* Support and guide learners so that they can reflect on their learning, identify the progress they have made and set positive targets for improvement.
* Maintain a regular system of monitoring, assessment, record-keeping and reporting of student’s progress using targets, tracking and other College systems.
* Provide management information and other statistical data as required.
* Maintain good order and discipline among the students, safeguarding their wellbeing. Set high expectations for behaviour and be responsible for behaviour management within your classroom and aiding in behavioural management across the College.
* Work as part of a team to ensure effective pastoral support for learners.
* Ensure the effective use of support staff within the classroom.
* Undertake relevant administrative tasks associated with the teaching function including examination/accreditation entries for learners, register taking and invigilation.

Other duties:

* Act as role model; champion Catch22’s vision and values.
* Comply with Catch22 policies and procedures including safeguarding, child protection, health and safety, data protection and confidentiality.
* Undertake personal and professional development activities and liaise with other staff so knowledge and best practice can be shared.
* Any other duties that may reasonably be required to deliver this role.

**Contributing to the overall success of the Catch22 College:**

To do this, our Teacher will:

* Share our vision and values – they will help us to create a culture of trust and respect between all staff and all students, where students are treated as young adults who need some support to prepare for independence and for the world of work,
* Be flexible and ready to get stuck in! – The Catch22 College: team is small, but aspires to be the best. For this reason, every members of the team must be committed to working collaboratively flexibly, sometimes covering each other or going the extra mile to have the best possible impact for our students.
* Catch22 are committed to safeguarding and promoting the welfare of learners and expect all staff to share this commitment.

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| What does good look like for this role? |

* To provide effective teaching, learning and assessment on a specific site for a College for 14-19 year olds, delivering a safe and secure education provision for students with complex needs and behaviours.
* To be the driver in behaviour management and student support for complex and vulnerable students.
* To drive performance and outcomes in engagement, curriculum, quality of teaching, safety, achievement and progression.
* To work with the Lead teacher to ensure that the College’s overall effectiveness is judged by OFSTED as consistently good or outstanding.

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| Organisational Relationships |

Our Teacher will:

* Report directly to the Catch22 College: Lead teacher
* Develop positive relationships with students, parents/carers, external agencies (e.g. social services) and other key stakeholders.

Develop positive relationships with key personnel in the Catch22 Group. From time to time, work in partnership with other Catch22 staff across the country focused to share best practice, lessons learned, etc.

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| Teacher: Person Specification | | | |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **QUALIFICATIONS** | A recognised teaching qualification, minimum level 5 | Degree in related subject  Assessors qualification | Certificate  Interview |
| **KNOWLEDGE** | A clear understanding of the Study Programme and  application.  A robust knowledge of behavioural techniques and theories and their application.  Knowledge of the statutory requirements of Equality and Diversity health and safety, safeguarding and child protection.  A sound knowledge of planning and assessment techniques.  A secure knowledge and understanding of subject(s)/curriculum area(s) and related pedagogy.  An extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential. |  | Interview |
| **EXPERIENCE** | Significant experience of Teaching and Planning  Experience of working with a cohort of young people including those with complex, high behaviour and additional learning needs.  Extensive behaviour management experience with students who have complex needs and extreme behaviour.  Relevant classroom teaching experience.  Experience with safeguarding procedures and promoting the welfare of learners. | Experience of working with disengaged or hard to reach young people aged between 14 and 19 years old. | Interview |
| **SKILLS & ABILITIES** | Ability to work effectively with students with complex needs  Ability to communicate effectively both in verbal and written form.  Ability to effectively use a variety of teaching and organisational styles and resources, including ICT to deliver outstanding teaching and learning  Ability to work as part of a team to deliver a holistic educational package.  Ability to cope with emotionally demanding situations.  Ability to manage your time effectively.  Flexible creative and adaptable approach.  Ability to build positive and professional relationships with students, colleagues, parents/carers and other stakeholders as appropriate. |  | Interview |
| **OTHER** | Share Catch22 values  Awareness of and commitment to Equality & Diversity  Willing to travel and work flexibly  Desire to develop and undertake training as required |  |  |