GREAT OAKS SMALL SCHOOL

**Teacher of Textiles, Art & Design - Job Description**

Great Oaks Small School is an independent secondary day school situated in a semi-rural location on the outskirts of the village of Minster-in-Thanet near Sandwich. We provide a holistic education which ensures well-balanced intellectual, moral, social and physical development delivered through a person centred approach.

Our school Council is fundamental to the running of the School and as such, is the vehicle through which our young people have a democratic voice.

Despite a disrupted education, prior to joining the Great Oaks community, the vast majority of our 35-40 students (100% 2016, 2017, 2018) go on to study at further or higher education colleges, studying part/full time, vocational or academic qualifications.

**Line of Responsibility**

The post holder is directly responsible to Senior Leaders.

**Safeguarding, Health and Safety**

* Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
* Promote the general progress and well-being of students in your care.
* Provide students with guidance on educational and social matters relating to their studies and future careers.
* Safeguard the health and safety of students in your care.

Operational Responsibilities

**Teaching**

* Write Schemes of Work using the national curriculum as guidance.
* Plan work in accordance with curriculum programmes of study.
* Take account of students’ prior levels of attainment and use them to set future targets.
* Set work when required for absent students.
* Maintain good discipline by following the School’s behaviour policies and procedures.
* Establish a purposeful working atmosphere during all learning activities.
* Set appropriate and challenging work for all students.
* Identify and work appropriately with students special educational needs, gifts and talents
* Teach according to the educational needs of all students
* Inspire and engage your students using your flexibility to discover and develop their work through their interests and ability.

Assessment, Recoding and Reporting

* Keep appropriate records of students’ work.
* Adhere to the School’s marking policy at all times.
* Carry out assessment programmes, as agreed by the School.
* Complete student reports in line with school policy. Attend parents’ evenings as required and keep parents informed about their children’s performance and future targets.

Pastoral Responsibilities will include:

* Monitoring and setting targets for the social and academic progress of all students in line with student EHCP’s.
* Endeavour to build up a good relationship with students so that they will look to you for support and advice.
* Report issues of concern to the appropriate senior staff.
* Maintain an accurate register of attendance and do everything possible to encourage good attendance.

**Performance Management and Professional Development**

* The post holder will be part of the School’s performance management scheme. You will have a senior leader who will set agreed targets for the year. The senior leader will monitor and review performance, including classroom teaching. The School will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

**Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (Contract of employment).

The post holder is required to support and encourage the School’s ethos and its objectives, policies and procedures.

The post holder may be required to perform any other reasonable tasks, after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Participate in meetings, particularly the regular staff meeting each week, regular curriculum meetings and meetings with parents/carers as required.

All staff members participate in the School’s performance management scheme.

**Great Oaks Small School (Independent) is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

GREAT OAKS SMALL SCHOOL

**Teacher of Textiles, Art & Design - Person Specification**

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| --- | --- | --- | --- |
| **Category** | **Essential**  These are qualities without which the applicant could not be appointed | **Desirable**    These are extra qualities which can be used to choose between applicants | **Method of assessment** |
| **Qualifications** | Qualified Teacher Status | Commitment to continue further study or professional development | Application |
| **Experience** | Have a good, up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential. | Able to offer additional subject(s) | Application  References  Interview |
| **Skills** | Plan for progression across the secondary age and ability range, designing effective learning sequences within lessons and across series of lessons informed by secure subject and curriculum knowledge  Design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills  Plan, set and assess homework, other out of class assignments and coursework for examinations, where appropriate, to sustain learners’  Progress and to extend and consolidate their learning  Teach challenging, well organised lessons and sequences of lessons across the secondary age and ability range | Knowledge and understanding of subject and curriculum | Application form  References  Interview |
| **Knowledge** | Detailed knowledge of the structure and content of students’ current subject curriculum  Understanding and knowledge of current issues in education |  | Application  References  Interview |
| **Personal attributes** | A belief in the ability of all students to achieve success  A commitment to equality and diversity  High quality care guidance and support for students and parents  Evidence of being able to build and sustain effective working relationships with staff, trustees, students, parents and the wider community  Flexibility and adaptability in order to be able to mix and work with a wide range of people and changing circumstances | A good sense of humour  A calm demeanour  A perceptive understanding of teenagers and their ‘needs’ and ‘expectations’  A flexible approach to teaching and a willingness to learn  A passion for the subject and all it offers  A firm, fair and understanding approach in all matters | Application  References  Interview |

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