**Key Stage 3/4 Teacher - Job Description**

**Information Technology, History, Citizenship**

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, for up to 40 students, ensuring well-balanced intellectual, moral, social and physical development for each student, delivered through a person centred approached.

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, students go on to study at further or higher education colleges, studying part/full time, vocational or academic qualifications.

We are looking to appoint a creative, flexible and spontaneous teacher to join our dedicated team.

We require a qualified and experienced teacher who has an excellent understanding of SEND with the ability to teach and inspire learning in children who have a diagnosis of/exhibit behaviours of autism, social communication difficulties with or without high anxiety.

We believe children should be physically active and as such PE and outdoor learning has a great part to play in life at Great Oaks. We pride ourselves on teaching students the way they learn and as such offer individualised programmes of work, according to need. Should you have a bias in IT, citizenship and or history we warmly welcome you to get in touch with us to see what we can offer you. We are professional, with high expectations and one thing that sets us apart from other schools is our flexibility. Flexibility for our students and flexibility for our staff, according to whole school need.

**Main duties and responsibilities:**

**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 the 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

**Curriculum**

* Undertake responsibility for Key Stage 3 and 4 students to teach either/or/and: IT history, citizenship in addition to participating in forest school and the PE curriculum. Be responsible for producing schemes of work, assessment and monitoring which complies with:

The aims and objectives of Great Oaks Small School

The School’s overall policies, methodologies and assessment systems

National and Examination Board syllabus requirements, as appropriate

* Contribute to the School’s strategic Plan by devising and evaluating a curriculum plan in consultation with the SLT
* Be responsible for the management and organisation of project and cross curricular work, teacher assessment and feedback.
* Be responsible for ensuring that literacy and numeracy is given a significant profile throughout the curriculum. Thus allowing for the embedment of skills and knowledge through creativity and across subject to allow for the embodiment of skills and knowledge.
* Maintain records in accordance with school policy; supply reports and information as necessary.
* Applicants should be enthusiastic about PE and display an interest in the development of key skills across the curriculum.  Participation is important, and the ability to work with small groups as well as giving one to one support is essential to the progress of our students.

**Staffing**

* Contribute to the appraisal process both in terms of your own performance and, also, the performance of staff for whom, you have responsibility.
* Be an effective team leader able to use high levels of numeracy, literacy and interpersonal skills to enable teachers and teaching assistants to perform to their full potential as individuals and as efficient team members regarding the correct use of the English language, both written and spoken.

**Teaching Practice**

* Be an exceptional classroom practitioner, able to model a range of effective literacy teaching skills.
* Teach according to educational needs, the groups assigned to you.
* Inspire and engage your students using your flexibility to discover and develop their work through their interests and ability.
* Ensure that a visual record of students’ work is maintained throughout the year; film and photograph working progress as necessary for the recording of progression.
* Provide individual support for students as required, help and encourage them to keep their work in good order.
* Maintain order and discipline with your students both inside and outside the classroom.
* Participate in any arrangements for further training and professional development.
* Review methods of teaching and programmes of work.

**Administration and Planning**

* Monitor, record, set and mark, analyse and report progress and attainment in accordance with the school’s marking policy.
* Provide a detailed typed report on each student each term and attend follow-up parent/carer open evenings (minimum of twice per academic year).
  + Communicate and consult with parents/carers and other persons or agencies outside the school as required.
  + Participate in meetings, particularly the regular staff meeting each week, regular curriculum meetings and any meetings with parents/carers.
  + Participate in any arrangements for further training and professional development.
  + Be responsible for all teacher materials being kept up-to-date.
  + Work closely with Senior Leaders and assist with the preparation and introduction of new courses and schemes of work in relation to subjects undertaken
  + Take good care of your teaching space and all teaching materials provided by the school
  + Stand in for a colleague should they be absent
  + Set work for your classes if you are away from school for any reason
  + Participate in supervisory duties or sporting activities as required
  + Invigilate if asked to do so by Senior Leaders
  + Dress appropriately at all times
  + Carryout general duties and responsibilities as deemed reasonable by Senior Leaders

**Data**

* Be responsible for analysing the progress students achieve, setting realistic targets and effective interventions accordingly to enable each student to realise and reach their full potential, thus allowing for productive participation in life after Great Oaks.

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.

**KS 3 Teacher - Person Specification**

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|  | **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 | A good degree (2:1) from a recognised university, UK or overseas | Production of the Applicant’s certificates |
| **Experience** | Teaching at KS3 level  Working with students who have SEND i.e.:  Autism  Dyslexia  Dyscalculia | Some experience teaching primary students an advantage as is experience of teaching GCSE in a recognised school or college  Attendance at regular Development Day training meetings  Familiarity with examination board specifications AQA of particular interest  Phonics, grammar, emergent writer knowledge and skills an advantage | Contents of the Application Form  Interview  Professional references |
| **Skills** | Effective communication skills with both staff and students  IT literate  Proven organisational skills  The ability to show initiative within the framework of a strong and supportive team  An outstanding performer in the classroom inspiring students to achieve | A commitment to becoming involved in extracurricular activities of the school  A clean driving licence  A minibus license or the willingness to obtain one | Contents of the Application Form  Interview, demonstration lesson  Professional reference |
| **Knowledge** | An understanding of the UK educational system  Excellent subject knowledge and ability to plan and deliver the curriculum to other members of staff | An awareness of the statutory requirements of Health and Safety | Contents of the Application Form  Interview  Professional references |
| **Personal competencies and qualities** | The motivation to work with children and young people  The ability to form and maintain appropriate relationships and personal boundaries with children and young people  A positive attitude to the use of a person centred approach to maintain discipline  enthusiasm, stamina and good health  A willingness to organise, take part in and support educational visits | A good sense of humour  A calm manner  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 | Contents of the Application Form  Interview  Professional references |