

Job Description

Department: Children’s Services

Division/Section: Clare Lodge

Job Title: Classroom teacher – unqualified

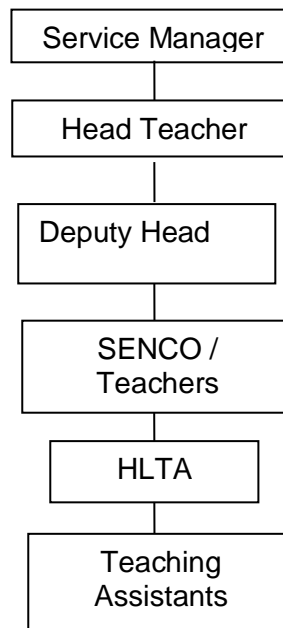
Post No: 10635

Grade: UQ teacher scale

Reports to: Head Teacher

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



Does the post involve working in regulated or controlled activity with children or vulnerable adults?
 CRB Check applicable?

Regulated Controlled Neither

Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Line Management responsibility for:

No. of direct reports: none

No. of indirect reports: none

Size of budget: **None**

Job Purpose: To fulfil the responsibilities of a teacher, in carrying out specified work of

- Planning and preparing lessons and courses for pupils
- Delivering lessons to pupils
- Assessing the development, progress and attainment of pupils
- Reporting on the development, progress and attainment of pupils
- This is outlined in section 5 of The Education (Specified Work) (England) Regulations 2012

Main Duties and Responsibilities:

General Description of Post

Teachers are appointed to work as part of a team of teachers, other teaching assistants and other professionals, under the general direction of the Head Teacher.

The Head Teacher is responsible for the overall policy and educational programme of the school and for matters of control and discipline within the appropriate Articles of Government.

Duties

All teachers are members of a multi-disciplinary team working under the supervision and general direction of the Head Teacher.

To fulfil the responsibilities of a teacher, in carrying out specified work of

- Planning and preparing lessons and courses for pupils
- Delivering lessons to pupils
- Assessing the development, progress and attainment of pupils
- Reporting on the development, progress and attainment of pupils

Principal Duties

a) Supporting the Pupil and Curriculum

1. Encourage and promote the inclusion and acceptance of all pupils.
2. Develop, plan and prepare a curriculum for at least two subjects, including cookery
3. Organise and manage appropriate learning environment and relevant resources.
4. Keep records on progress, write reports and attend case reviews when required.
5. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
6. Track and monitor the education of young women and act in an educational support role.
7. Inform the Head Teacher of emerging issues relating to either the education of individual residents or the operation of the Secure Children's Home as a whole.
8. Carry out any other appropriate tasks as required by the Head Teacher the Deputy Head Teacher
9. Provide feedback to pupils in relation to progress and achievement.
10. Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.
11. Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc

b) Supporting the School

1. Work as a member of the Clare Lodge Team.
2. Adhere to all procedures required to maintain on-site security, including the use of keys, awareness of the perimeter, safety alarms and related equipment. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, dealing with/reporting concerns to an appropriate person.

3. Develop and maintain effective relationships with staff, parents, carers or relevant external agencies.
 4. Attend and participate in regular meetings as required.
 5. Ensure diversity and culture are recognised, celebrated and considered in all work
 6. Attend supervision and performance management meetings with the Head of Education.
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Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: November
2023

COMPLETED BY: Melanie Sales – Head Teacher

Person Specification

JOB TITLE:	Teacher	POST NO:	11340
GRADE:	UQ teacher scale	DEPARTMENT:	Children's Services
HOURS	1 day per week		
DIVISION:	Clare Lodge	DIRECTOR:	Alison Bennett
DATE:	June 2023	COMPLETED BY:	Melanie Prince

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of qualifications in hair and beauty Ability to assess learning needs of young people Ability to develop schemes of work and individual programmes of study 	<ul style="list-style-type: none"> Ability to teach one other subject area
SKILLS & ABILITIES	<ul style="list-style-type: none"> Good personal organisation and efficient time keeping. Ability to relate well to young people Ability to display skills of patience, understanding and tolerance Ability to work within a team setting 	<ul style="list-style-type: none"> Experience of working in a multi-agency setting Mixed age-group teaching
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with young people with a range of special education needs Experience of teaching students with SEMH needs Experience of teaching hair and beauty. 	
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE in English and maths 	<ul style="list-style-type: none"> QTLS S E N Qualification
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Availability for training sessions Available for meetings Physical fitness to undertake CALM training (Crisis And Limitation Management training) 	<ul style="list-style-type: none"> A current driving licence
EQUALITY	<ul style="list-style-type: none"> Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. 	
CUSTOMER CARE	<ul style="list-style-type: none"> Knowledge and understanding of effective customer care 	