

THE PARTNERSHIP TRUST	
JOB DESCRIPTION & PERSON SPECIFICATION	
NAME:	
POST TITLE: Teacher (Finding Futures)	GRADE: MPS (1-6) UPS (1-3)
RESPONSIBLE TO: Head of Finding Futures	
DATE:	

JOB PURPOSE

- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for learners studying in the curriculum area, in accordance with the aims of the college and the curricular policies determined by the Governing Body and Head of the college.
- To develop a subject area, if required, to ensure appropriate depth and breadth of learning for all learners.
- To monitor and support the overall progress and development of learners as a Tutor.
- To undertake any other duty as specified by College Teachers' Pay and Conditions Document not mentioned in the above.

MAIN DUTIES AND RESPONSIBILITIES

Operational/Strategic Planning

- To assist in monitoring and following up learner progress.
- To assist in the implementation of college policies and procedures, for example Equal Opportunities, Health and Safety, COSHH, etc.
- To work with colleagues to formulate aims and objectives which have coherence and relevance to the needs of learners and to the aims and objectives of the college.
- Ensure that the planning activities reflect the needs of the learners and the aims and objectives of the college.

Curriculum Provision

- To liaise with the Head of Finding Futures to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the college's strategic objectives.

Staffing, Staff Development, Recruitment / Deployment of Staff

- To work with the Head of Finding Futures to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to own professional development review.
- To ensure the effective efficient deployment of support within own classroom.

Quality Assurance

- To ensure the effective operation of quality control systems.

- To assist in the process of the setting of targets within the subject area and to work towards their achievement.
- To help to establish common standards of practice across the subject area and support the development and effectiveness of teaching and learning styles in the subject area.
- To contribute to the college procedures for lesson observation.
- To implement college quality procedures.
- To participate in the monitoring and evaluation of the curriculum area in line with agreed college procedures including evaluation against quality standards and performance criteria.
- To seek / implement modification and improvement where required within the relevant curriculum area.
- To ensure that quality procedures meet the requirements of self-evaluation and college development plans

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the appropriate systems, including assessment data.
- To analyse and evaluate performance data.
- To assist in the production of reports on examination performance, including the use of value-added data.
- To assist in the identification of exam entries within the curriculum area.

Communications

- To help ensure that all colleagues teaching in the curriculum area are familiar with its aims and objectives.
- To ensure effective communications/as appropriate with the parents of learners.
- To liaise with partner colleges, trust organisations, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.

Marketing and Liaison

- To contribute to the college liaison and marketing activities, e.g. the collection of material for press releases.
- To contribute to the development of effective subject links with partner colleges and the community, attendance where necessary at liaison events in partner colleges and the effective promotion of subject at Open Days / Evening and other events in partner colleges and the wider community.
- To actively promote the development of effective subject links with external agencies

Management of Resources

- To assist the Head of Finding Futures to identify resource needs and to contribute to the efficient / effective use of physical resources.
- To co-operate with other colleagues to ensure a sharing and effective usage of resources to the benefit of the college and the learners.

Pastoral System

- To monitor and support the overall progress and development of learners.
- To help to monitor learner attendance together with learner progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Tutor and carry out the duties associated with the role as outlined in the job description
- To assist in the implementation of the Behaviour Management system in the college or key stage so that effective learning takes place.

- To safeguard and promote the welfare of learners and take steps to prevent any learner from suffering ill treatment or neglect.
- To be familiar with and adhere to the safeguarding and Child Protection procedures adopted within the college and report to the Designated Safeguarding Lead or Head of Finding Futures any concern that a learner has been mistreated, either physically, emotionally, sexually or by neglect.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a teacher on their agreed pay scale.
- To develop a rapport with learners to help develop their social and academic potential.

Tutor

- To carry out the duties of a Tutor to include;
 - the maintenance of an ordered, attractive environment
 - the development of an understanding of the learner's difficulties by observation, consultation with other professionals and (if necessary) research
 - making positive relationships with parents/carers and providing them with advice and support
 - maintaining a positive, caring ethos within the classroom
 - the marking of registers, ensuring absence and lateness are accounted for and take appropriate action where they are not
 - coordinating and compiling reports on learners as required, including Annual Reports and Annual Reviews
 - the undertaking of other administrative duties as required by the Head of Finding Futures to ensure the safe, smooth running of the class

OTHER DUTIES

- To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage staff and learners to follow this example.
- To promote actively the college and Trust's corporate policies
- To continue personal development as agreed
- To actively engage in the staff, review and development process
- To undertake any other duty as specified by College Teachers' Pay and Conditions Document not mentioned in the above

GENERAL

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head of Finding Futures to reflect or anticipate changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As this postholder will be working in regulated activity, an Enhanced Disclosure and Barring Service (DBS) check will be required prior to commencement of employment. Individuals will be expected to provide details of their

disclosure as soon as they receive it or if they are registered with the DBS Update Service to have given their permission for the Trust to access their online record.

The postholder will be expected to contribute to the protection of learners as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or Designated Safeguarding Lead.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place to include ensuring that the requirements of the Health & Safety at Work Act and all other mandatory regulations are adhered to.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent • Qualified Teacher Status / Qualified Teacher Learning and Skills • Evidence of commitment to Continuing Professional Development 	<ul style="list-style-type: none"> • Further qualifications related to special educational needs • First Aid at Work or equivalent • Clean driving licence
Experience	<ul style="list-style-type: none"> • Successful classroom practitioner <p>Or</p> <ul style="list-style-type: none"> • Substantive evidence of successful teacher training 	<ul style="list-style-type: none"> • Successful and relevant teaching experience of learners with more complex learning difficulties • Experience of teaching learners aged 16+ • Experience of teaching in a Further Education/college context • Experience of delivering employability/work-based curriculum content
Knowledge and understanding	<ul style="list-style-type: none"> • Understanding of learner educational development and well-being • Effective teaching and learning strategies • Capability to respond flexibly to the needs of a broad range of learners with special needs • Ability to develop and sustain good relationships with learners, staff and parents • Good communication skills 	<ul style="list-style-type: none"> • Knowledge of a range of Special Needs. • Knowledge of a range of communication strategies • Ability to self-evaluate development needs and actively seek learning opportunities • Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, etc.
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm and energy • High expectations regarding teaching and learning • Ability to work as a team member • Flexible and positive approach • Resilience when dealing with challenging behaviour • Excellent organisational skills 	<ul style="list-style-type: none"> • Desire to engage with CPD opportunities to further your career • High level of commitment to the role
Other Factors	<ul style="list-style-type: none"> • Commitment to equal opportunities 	

	<ul style="list-style-type: none">• Willing to work in partnership with colleagues, parents and Governors• To be able to positively promote the college in the local community• Promote and safeguard the welfare of learners s/he is responsible for or comes into contact with• Ability to work with other agencies to promote the personal interests of the whole learner	
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