| **Job Description** |  |
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| **Job Title:**  Teacher of English on contract until September 2024 | **Service Area**:  Newham PRUs |
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| **Salary scale:**  MPS/UPS | **Date last updated:**  February 2024 |

**Job context**

New Directions is registered as a Pupil Referral Unit (PRUs) which reports to a Management Committee.

**Overall Purpose of Job**

To plan, teach and evaluate programmes of study to KS3 and GCSE level, and liaise with colleagues at partner sites and schools to ensure maximum opportunities, access to accreditation and reintegration where appropriate. The role might also involve teaching at partner sites and our remote students.

To deliver inclusive and relevant learning across a broad curriculum that engages students both in and out of the classroom, drawing on the local environment and facilities to broaden experiences and opportunities for assigned students.

To carry out professional duties of a teacher as circumstances may require, including planning, teaching and evaluating provisions of study for pupils taught at the school.

To promote the general well-being of individual pupils and of any class or group assigned to the teacher.

To carry out such other associated duties as are reasonably assigned by the Head teacher.

**Applicable Contract Terms and Duties**

All teachers are required to undertake the duties of School Teachers as set out in the School Teachers' Pay and Conditions Document. The post is otherwise subject to the Conditions of Service for school teachers in England & Wales (the 'Burgundy Book') and locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

**Duties and Responsibilities**

1. Plan and prepare lessons in accordance with the school’s policies, being aware of and making provision for the needs for inclusion of all pupils and groups.
2. Deliver and evaluate carefully structured, stimulating lessons that are consistently good/outstanding to assigned pupils.
3. Co-ordinate the use of support staff and other adults to ensure their effective contribution to pupils' learning.
4. Develop, monitor and evaluate outcomes of appropriate objectives and targets for all pupils taught, including those with SEN and promote the importance of raising their achievement.
5. Maintain detailed records of pupils' progress and provide data on student progress as required.
6. Use the analysis of student data to inform planning and interventions with pupils.
7. Prepare short, medium and long-term plans for pupils taught.
8. Carry out specific duties in relation to your subject area, including:

* Provide or contribute to verbal and written assessments of individual pupils or groups of pupils.
* Monitor and evaluate assessment data to identify trends in student performance and issues for development.
* Identify appropriate accreditation opportunities and implement curriculum and systems of assessment and direct resources to ensure maximum opportunities.
* Define intervention strategies to address issues for development, evaluate and report on effectiveness of such strategies.
* Co-ordinate the planning of appropriate strategies to achieve student progress target levels and objectives in contributing to the school’s overall objectives.
* Ensure that feedback from lesson observation, work scrutiny and analysis of assessment data is appropriately reflected in planning.
* Ensure that agreed student progress target levels are achieved or exceeded.
* Encourage student's motivation and enthusiasm in the subject, developing positive responses to challenge and high expectations.
* Coordinate exam entries and ensure that pupils are prepared for exams.

1. Use positive behaviour management strategies with all pupils in line with the school's policy.
2. Act as a Tutor / Lead Tutor to assigned pupils, providing case management, initial point of contact for parents, carers and professionals and pastoral support for pupils.
3. Ensure that any educational visits are planned in accordance with the Educational Visits Policy.
4. Ensure that duties are carried out to the highest professional standards and in accordance with the school policies.
5. Participate in the implementation of the school’s Performance Management and Staff Appraisal. Take an active role in whole school Quality Assurance including carrying out peer observations of colleagues and learning walks as part of the professional development process.
6. Contribute to the review and evaluation of services provided by the School through:

* Regular review and development, with colleagues, of the School Development Plan.
* Contributing to the School Self Evaluation Form (SEF).

1. Take responsibility for one's own professional development.
2. Actively contribute to regular staff meetings and the school’s CPD / INSET programme.
3. Liaise with a range of partners, including parents/carers, schools and other agencies as required.
4. Actively contribute to a positive, forward looking and supportive ethos at the School and demonstrate a commitment to continuous improvement.
5. Promote equality of opportunity in the delivery of services and employment practices.
6. Use financial and resource management innovatively and effectively.

| **Person Specification** |  |
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| **CRITERIA** | | **METHOD OF ASSESSMENT** |
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| EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. | | |
| **Qualifications**  Educated to degree level.  Qualified Teaching Status. | Application Form  Application Form / Interview | |
| **Professional Knowledge and Understanding**  Knowledge of effective strategies to include, and meet the needs of all pupils, in particular underachieving groups of pupils.  Knowledge of specified subject area    An understanding of behaviour management procedures.  Critical knowledge and understanding of National Teaching Standards with evidence through relevant CPD of developing teaching practice in line with these.  Exemplary knowledge and experience of applying safeguarding policy and procedures.  Demonstrated commitment to continuous improvement of practice as a teacher. | Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview | |
| **Professional Skills and Abilities**  Experience of teaching specified subject area to at least GCSE level in a school or Pupil Referral Unit and ability to teach to at least Level 1 / KS3 within English.  Experience of creating an environment that is conducive to effective learning for pupils who are not attending mainstream school due to medical reasons, mental health diagnosis or severe and engrained social, emotional and behaviour difficulties.  The proven ability to be intuitive, flexible and responsive to individual student needs whilst maintaining professional standards across all areas of practice.  The proven ability to plan lessons effectively for a Core subject up to GCSE for all pupils in a lesson, setting clear learning intentions and differentiated tasks.  Experience of ensuring that the special educational needs of pupils are met.  The proven ability to assess and review the progress of pupils, considering their difficulties and individual circumstances and plan appropriate programmes of education.  The proven ability to prepare detailed reports for a variety of audiences and maintain all work files to a high standard.  The proven ability to analyse data and use results to improve planning and teaching which impacts on student outcomes.  Excellent professional conduct and communication skills both verbal and written. | Application Form / Interview /Task  Application Form / Interview /Task  Application Form / Interview /Task  Application Form / Interview /Task    Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview | |
| **Personal Qualities**  Proven experience of working with others in promoting the school’s values, aims and objectives.  Willing and able to engage with parents/carers to encourage their involvement in the education of their children.  The ability to work effectively and flexibly as part of a team to accommodate and meet student needs  Positive approach to working together with and supporting colleagues  The ability to work intuitively and independently.  The ability to work within a variety of settings demonstrating an understanding of the need to respect others’ values whilst ensuring professional conduct at all times.  Personal resilience  The ability to be ambassador for the Newham PRUs (Tunmarsh and New Directions) and represent the PRU in a well-presented, professional and appropriate manner to a range of audiences.  A commitment to the Equal Opportunities practice throughout the school including the Authority’s priority of inclusive education. | Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview | |
| **Other**  The post holder will require flexibility and resilience in order to be able to manage the demanding environment of working in a SEBD setting.  This post is subject to an enhanced DBS check. | Application Form / Interview  Application Form / Interview | |