

**Job Description**

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| **Job Role:**  | Qualified Teacher (employability/ functional skills) |
| **Management level:** | N/A |
| **Reporting to:** | Head Of Post 16 |
| **Direct reports:** |  |
| **Functional reports** |  |
| **Salary:** | £ 28,000 to £ 31, 558 |
| **Hours of work:** | 39 |

**The Charity**

Fresh Futures is a regional charity working with vulnerable and disadvantaged children, young people, and their families, within Kirklees and surrounding areas. Our vision is that all young people have opportunities for a better life, now and in the future. We are thought leaders, and together with partners, we deliver outcomes through four interwoven strands of activity – providing education services and facilities, building healthy relationships, promoting health and wellbeing, and improving employability skills.

**Purpose of the job**

To provide high qulaity teaching to pupils aged 16-18 within a specialist subject in line with the national curriculum/vocational offer

**Main activities**

* Deliver, create and plan classes in line with the curriculum as relevant to the age and ability group/subjects that you teach.
* Responsible for the preparation of and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
* Responsible for providing an inspiring, motivating, and challenging environment to enable pupils to fulfil their potential.
* Responsible for using different techniques to engage pupils in active, hands on, creative problem-based learning.
* Provide teaching based on each pupils’ individual needs, capabilities, and learning preferences.
* Apply a range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners progress and levels of attainment.
* Responsible for providing pupils with feedback to enable ongoing learning and development.
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
* Apply cross-curricular learning to planning and teaching, embedding British values and social, moral, spiritual and cultural (SMSC) education.
* Establish a safe, purposeful, and stimulating environment for pupils.
* Use the school’s framework for behaviour management to implement a range of strategies, consistently and fairly.
* Participate in any relevant meetings/professional development opportunities at the school, which relate to learners, curriculum or organisation of the school including pastoral arrangements.
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation, and pastoral functions of the school.
* To contribute to the completion and review of half termly support plans, Individual provision maps (IPM’s) and individual pupil target sheets.
* Collaborate with the examinations officer regarding functional skills, GCSE and AQA entries.
* Ensure parents/ carers are kept informed of pupil’s progress, achievements and well-being.
* Coordinate delivery and progress across both provisions working collaboratively with all teaching staff employed at Brian Jackson College.
* To ensure that adequate information is provided if ‘cover’ is needed for absence due to sickness or any other cause.
* Responsible for maintaining good levels of continuous professional development (CPD) in relation to education, alternative provision and SEN/SEMH.
* Responsible for the updating of pupil records, tracking and plans.
* Responsible for ensuring marking and feedback is provided in a timely manner in line with schools marking policy.
* Willingness to support and drive the school’s vision and ethos.

**Safeguarding Duties and responsibilities**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse and neglect. If you suspect or confirm then it is essential, you know what actions to take.

**Knowledge, training and experience required**

* Experience working with KS3 & KS4 and post 16 pupils in Alternative provision or PRU setting.
* Specialist subject
* CertEd/PGCE/QTS/QTLS or equivalent
* Experience of delivering GCSE within the national curriculum, and functional skills
* Experience of assessing, recording, and reporting on pupils learning
* Current Safeguarding children level 1 training
* Working with young people experiencing SEMH
* Training in behaviour management
* Good ICT skills
* Use of SMART board desirable

**Key personal characteristics**

* A team player with a positive, solution focused approach
* Flexible and reliable
* Inspiring and enthusiastic
* Good time management
* Excellent organisational skills
* Sense of Humour

**NOTES**

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