

## Future Education - Job Description

<b>Position:</b>	Teacher (Specialist 1:1/Small Group Delivery)
<b>Department/Service:</b>	Future Education
<b>Job status:</b>	Permanent
<b>Hours of work:</b>	37 Hours per week (Full time)
<b>Working pattern:</b>	Mon- Fri: 8.20am start
<b>Term Time Commitment:</b>	The Post is offered term time + 2 weeks. The post holder will be expected to manage their workload and establish working patterns to enable them to discharge the duties of the role in full, including marking, planning and preparation.
<b>Location:</b>	Norwich based – with travel across Norfolk on rare occasions
<b>Pension:</b>	Company pension scheme available
<b>Salary:</b>	£30,000 (Actual) + expenses (where travel is included)
<b>Application Deadline:</b>	25/02/2022 – We encourage early applications and reserve the right to close the vacancy early should a suitable number of applicants apply.
<b>Expected start date:</b>	ASAP
<b>Provisional Interview date:</b>	TBC

**Vision statement:**

*Our vision is of vibrant and strong communities where everybody can live independent, safe and happy lives.*

**About Future Projects:** Future Projects is a charity active in helping children and adults to address severe and multiple deprivation by providing high quality, community-based services which promote education, health, skills, employment, wellbeing and life chances. We aim to help people in different situations build on strengths and capabilities, and develop the confidence, skills, and resilience to take control and transform their lives.

**About Future Education:** we are a special school which caters for students who have social, emotional and mental health (SEMH) difficulties, including associated challenging behaviours. Many of the students that attend the school have not had successful experiences in mainstream education and many additional special educational needs.

Through our unique combination of academic and vocational study alongside a range of therapy provision our students re-engage with learning and acquire the skills and qualifications they need to go on to lead happy fulfilled lives.

Working alongside Future Education’s team of teacher’s, support staff and vocational instructors we are seeking a specialist one to one Teacher to be the central point of delivery/assessment for a student in need of a bespoke timetable with Social, Emotional and Mental Health difficulties and additional learning difficulties. The role will require planning, preparation and delivery of core subject areas, oversight of vocational assessment and liaison with external partners providing Digital Media and Sport.

### **Teacher – personal profile:**

You will be a resilient and approachable qualified teacher (QTS/PGCE/ Level 5 in Education and Teaching Unqualified) with good subject knowledge to GCSE level across core subjects and the flexibility to work across all curriculum areas relating to a bespoke school timetable for an individual student and in small group scenarios where appropriate.

You will have a wide range of experiences working with young people with complex trauma and social, emotional, mental health difficulties (SEMH) and have holistic knowledge of core subjects and competent in the area of vocational assessment or the willingness to acquire this skill.

You will have excellent IT skills with the ability to plan and prepare lessons and report on student progress and identify gaps in learning against core assessment evidence.

You will have comprehensive knowledge of the SEN code of practice and work closely with the school SENCO to ensure all bespoke learning needs are met as highlighted in the student Education, Health and Care Plan's (EHCP's).

You will have strong knowledge of the policy and procedural framework within which SEND schools operate; you will understand your role in areas such as safeguarding children, behaviour management, SEND, health & safety, and teaching and learning.

You will support colleagues by sharing resources, offering peer to peer support and promoting personal development and cross curricular integration across all subjects delivered within the school.

You will be fully committed to the principles of therapeutic education for students with complex needs and will be able to develop good rapport with students in order to understand their needs and better support them to learn and progress.

### **Job Description:**

- Provide high quality teaching and assessment working with one student, or being utilised in a small environment, quickly developing excellent relationships and overseeing a portfolio of core, vocational and personal development learning.
- Take responsibility for the progress of assigned student, acting as a specialist point of contact for assigned one to one student, including day-to-day pastoral and vocational portfolio.
- Managing behaviour and reporting safeguarding concerns with assigned student, including recording of behaviour/safeguarding incidents in line with the schools Positive Behaviour Policy.
- Planning, preparing, adapting and presenting lessons that meet the needs of the assigned student using differentiation and interactive activities as appropriate in collaboration with school subject leads.
- Evaluate learning programmes to raise standards (specifically in the area of literacy/reading) and work alongside the SENCO to manage learning in relation to student individual SEN needs.
- Full knowledge of safeguarding practices, procedures and legislation including KCSIE 2021
- Researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials which meet either core subject or vocational assessment outcomes.
- Preparing assigned student/s for qualifications and external examinations.
- Preparing and marking work to facilitate positive pupil development.

- Meeting requirements for the assessment and recording of pupils' development and progress
- Providing feedback to parents and carers on a student's progress at parents' evenings and other meetings, and through reports.
- Organising learning environment/learning resources and creating displays to encourage a positive learning environment.
- Keeping up-to-date with changes and developments in the structure of the curriculum
- Working with parents and School Governors to maximise their involvement in the school and the development of resources for the school
- Development and implementation of Individual Learning/Behaviour Plans and Personal Care programmes promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their behaviour.
- Set challenging and demanding expectations and promote self-esteem and independence
- Participate in ongoing Continuing Professional Development and training as required.
- Act as a positive role model for the assigned student/s at all times, setting expectations for behaviour and conduct
- Attend team meetings and professional meetings as required and contribute towards the planning of pupil care and education packages
- Selecting and using a range of different learning resources and equipment, such as films, podcasts and digital media suites
- Participate in the improvement of the school contributing to planning, self-evaluation and other tasks as required
- Follow and support project procedures and policies, including but not limited to safeguarding, curriculum, health and safety, behaviour management and GDPR.

**This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.**

**Contacts:** The post holder will work closely with the Senior Leadership Team, teaching and support staff within the school. The role will likely involve contact with parents, carers and visiting professional staff such as Educational Psychologists or Social Workers, as well as School Governors. Travel to external providers assigned to an individual students profile will also be necessary.

**Health and safety/Safeguarding:** Future Education is committed to safeguarding and promoting the welfare of children and young people and expects all volunteers and employees to share this commitment. All adults employed by Future Education are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. This post is considered a 'Regulated Activity'.

The post holder must be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, safeguarding and child protection; and report all concerns to the appropriate person in accordance with relevant policies.

- The Charity's Designated Safeguarding Lead for Children is: Jane Maclennan – Deputy Head Teacher at Future Education: [j.maclennan@futureeducation.org.uk](mailto:j.maclennan@futureeducation.org.uk) 01603 251 310
- The Charity's Designated Safeguarding Lead for Adults is: Grace Richardson – Future Support Manager: [g.richardson@futureeducation.org.uk](mailto:g.richardson@futureeducation.org.uk) 01603 250 505



Future Education will provide a programme of induction and training to include Health & Safety and Safeguarding, and will make external training available as required.

**Equalities:** The post holder must be aware of, support and promote equality and diversity in all its forms, and ensure that students have equality of access to the service. Future Education is an equal opportunities employer and a disability confident employer.

**Disclosure of Criminal Convictions / Cautions:** Because Future Education offers education to people under the age of 18 all positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are therefore not entitled to withhold information about any convictions/cautions, etc. including those which for other purposes are 'spent' under the provision of the Act.

**Police Checks:** All employees/volunteers are required to undertake a full DBS disclosure check prior to commencing employment. The successful applicant will be required to complete a disclosure form for the School to undertake a criminal records check to confirm the existence and/or nature of any record of criminal convictions or other relevant information.

**Additional Information:** Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head Teacher to undertake work of a similar level that is not specified in this job description.

Future Education encourages a positive attitude and approach at all times, promoting an atmosphere in which young people can raise their self-esteem and develop high expectations for themselves.

The post holder is required to contribute to and support the overall aims and ethos of the charity.

**Person Specification:** Successful candidates will evidence the following skills, knowledge, experience and qualities.

Criteria	Essential	Desirable
Education and Teaching Level 5/QTS/PGCE	✓	
GCSE grade 4 and above/(A*-C) in English and Maths (or equivalent)	✓	
Fulfil all requirements as stated within the Teacher Standards	✓	
Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children	✓	
Ability to plan, teach and assess vocational training effectively (or willingness to acquire this skills) using a variety of strategies to engage a student in their learning.	✓	
Ability to prioritise and organise own work, to work effectively to a high standard, on occasion, under pressure, meeting deadlines.	✓	
Knowledge of Vocational assessment, assessment methods and portfolio management with IQA's/EQA's.		✓
Knowledge of the SEN Code of Practice	✓	
Experience working with children experiencing barriers to learning and engagement in education – particularly SEMH and/or BESD	✓	
Ability to be diplomatic and tactful, and to communicate well with pupils, colleagues, parents and professionals.	✓	
Possess clear understanding of Confidentiality and Data Protection in the context of a school environment	✓	
Good ICT skills and ability to use ICT in support of learning	✓	
Display commitment to continuing professional development and learning new skills in regard to working with students with complex needs	✓	
Display patience, understanding, empathy and a genuine care for students/s with complex needs.	✓	
Display understanding of behaviour management strategies and ability to resolve conflict and de-escalate situations.	✓	
Have knowledge of trauma-informed and attachment aware educational practices		✓
Ability to interpret and enact policies and procedures effectively		✓
Ability to remain calm in an often-challenging school environment and to act in the best interests of student/s at all times		✓
Display commitment to contributing to whole school initiatives such as improvement planning and self-evaluation.		✓
Experience teaching core curriculum subjects and vocational learning at KS4 level.		✓