# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Teacher

# Department: Children’s Services

# Grade: [Main – Upper Pay Range plus Secure Home allowance](https://www.eastsussex.gov.uk/jobs/working-here/pay/teachers-pay-chart)

# Responsible to: Head of Learning

# Purpose of the Role:

This role is based at Lansdowne which is one of only 14 Secure Children’s Homes (SCH) within England and Wales. Lansdowne SCH is responsible for providing secure care to children who have been placed under section 25 of the Children Act 1989. Lansdowne is a 12 bedded provision and houses a large multi-agency team on site, inclusive of Care, Education, Health and Support Services.

This postholder will carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head of Learning. They will be an effective professional who demonstrates their curriculum knowledge, able to deliver effective teaching, learning and assessment to support the achievement of all young people accommodated at Lansdowne.

The role requires teaching small groups of highly complex young people who are deprived of their liberty, working collaboratively with the home’s Care and Health teams. Teachers will work with children who are likely to have significant gaps within their education and as such will be skilled at identifying and closing the gaps of knowledge and understanding; whilst offering support, reassurance and celebration of success.

Teachers will carry out assessments to establish an accurate understanding of the learner’s knowledge and understanding and plan effectively for progression and learning, whilst building independence.

This role offers the opportunity to make a significant difference to children’s sense of who they are, their academic and vocational ambition, and their ultimate outcomes.

Teacher timetables will be developed in discussion with the Head of Learning, this role is open to general teachers or those with subject specialisms, however teachers will likely be expected to teach more than one subject. Teachers will embed literacy and numeracy skills within their subject areas, promote reading effectively.

# Teachers Standards

Teachers’ Standards is the core document for practising teachers at this school and defines their daily role and responsibilities. The Standards encompass teachers’ job descriptions, reflect the school development plan and constitute the framework for the management of the appraisal process in this school.

This job description may be amended at any time following discussion between the head of learning and member of staff and will be reviewed annually.

# Key tasks:

# Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of

learning through:

* Identifying clear teaching objectives and specifying how they will be taught and assessed;
* setting tasks which challenge pupils and ensure high levels of interest;
* setting appropriate and demanding expectations;
* setting clear targets, building on prior attainment and identifying gaps in learning;
* be aware of and make provision for pupils who are AEN/SEN, very able, LAC or who have other particular needs;
* providing clear structures for lessons maintaining pace, motivation and challenge;
* making effective use of assessment and ensure coverage of programmes of study;
* ensuring effective teaching and best use of available time;
* maintaining discipline in accordance with the school's procedure;
* encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
* using a variety of teaching methods to:
1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
2. use effective questioning, listen carefully to pupils, and give attention to errors and misconceptions
3. select appropriate learning resources and develop study skills through library, ICT and other sources;
* ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subjects taught;
* evaluating own teaching critically to improve effectiveness;
* ensuring the effective and efficient deployment of classroom support;
* taking account of pupils' needs by providing structured learning;
* opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
* encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
* using a variety of teaching strategies which involve planned adult intervention as well as development of independent learners;

**Monitoring, Assessment, Recording, Reporting**

* assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
* mark and monitor pupils' work and set targets for progress;
* assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
* undertake assessment of students as requested by examination bodies, and school procedures;
* prepare and present informative reports to parents and professional partners as required.

**Curriculum Development**

* contribute to the whole school's planning activities.
* liaise with the Head of Learning to ensure the implementation of the school’s Curriculum Development.

**School development**

* To co-operate with the aims and objectives of the school and the Secure Children’s Home, contributing towards the development of education at Lansdowne that inspires, motivates and reflects the needs of young people.

**Keeping Children Safe**

* This Home is committed to safeguarding and promoting the welfare of children and young people as required under the Children’s Homes Regulations 2015 and the Quality Standards, and expects all staff and volunteers to share this commitment.

**Other Professional Requirements**

* have a good working knowledge of teachers' professional duties and legal responsibilities;
* operate at all times within the stated policies and practices of the school;
* have good knowledge of subject(s) or specialism(s) to enable effective teaching;
* take account of wider curriculum developments;
* establish effective working relationships and set a good example through their presentation and personal and professional conduct;
* endeavour to give every child the opportunity to reach their potential and meet high expectations;
* co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and pupils;
* contribute to the everyday life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
* take responsibility for own professional development and duties in relation to school policies and practices;
* liaise effectively with parents and with other staff across the school.

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 a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document (STPCD), the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description should be read in conjunction with Annex 1 – Teachers’ Standards (England) contained within the STPCD.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school’s Child Protection and Safeguarding Policy and work in accordance with this document at all times.

# PERSON SPECIFICATION

# Essential education and qualifications

* Qualified Teacher Status or QTLS with SET membership

**Essential key skills, abilities, knowledge, experience, values and behaviours**

* Commitment to safeguarding and promoting the welfare of children and young people.
* Commitment to a multi-disciplinary, integrated approach to the holistic care and education of children.
* Ability to plan and prepare programmes of work, appropriately differentiated, for the delivery of the curriculum to children aged 10-18 who are likely to have missed significant periods of education.
* Ability to assess the needs of individual pupils and maintain appropriate records for the purpose of continuity and progress in curriculum areas.
* Ability to select and display appropriate resources to create a stimulating learning environment.
* Ability to relate and communicate effectively with parents/care staff/external stakeholders and encourage their participation in the child’s education.
* Ability to direct the work of a teaching assistant.
* Ability to work closely with other members of staff in the development of the curriculum and pastoral work of the school/home.
* Excellent inter-personal skills.
* Excellent time and task management skills.
* Ability to work under pressure with pupils who can be challenging, and who at times can present a risk to themselves and others.
* Ability to use data effectively in setting targets and understanding pupil progress.
* A sound understanding of recent developments in the primary or secondary school curriculum.
* Knowledge of the particular requirements of delivering education to pupils with AEN/SEN, very able, LAC or who have other particular individual needs.
* Knowledge of strategies which are necessary to promote purposeful learning and progress while safeguarding the health and safety of pupils.
* Understanding of multicultural education and other issues related to ensuring that classroom organisation and practices is not discriminatory.
* Commitment to a range of teaching approaches that encourage pupils to develop their full potential.
* Commitment to equal opportunities within the whole school development plan.
* Evidence of commitment to personal continuing professional development.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Understands the importance of the service within the context of a Secure Children’s Home.
* Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study etc.

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |