

We Are Hiring

# DIGITAL MEDIA TEACHER

Creativity

Holistic  
Education

Open-  
Mindedness

Individuality

<b>Location:</b>	East School and surrounding Learning Hubs, E1
<b>Hours:</b>	Monday and Friday 8.30 - 4.30 Weekly Thursday Training 4.30 - 6.00  This role can be made full time by supplementing the other days with core subject teaching
<b>Salary:</b>	From £28,300 FTE (£11,300 for 2 days)

## Summary of the Responsibility:

This role has a specific responsibility of delivering Digital Media to a high standard to students on a small group (or 1:1) basis in one of our hubs. Working mainly with BTEC students of all abilities and needs, the role delivers a one-day experience which can culminate in the completion of a BTEC qualification.

The role also works closely with their colleagues in the vocational team to train, develop, mark and oversee the smooth running of the department.

TCW creates individualised and bespoke programmes for our students. It is important that our teachers remain flexible in order to meet the needs of our students and work within our ethos. This may mean that teachers are required to teach other subjects to the ones that they usually teach to students' needs.

## Summary of the Teacher role (if wishing to work full time):

TCW teachers are flexible team players who strive to always do the best for the unique students they work with and the team around them.

All TCW teachers are responsible for delivering education to individual/small groups of students using creative approaches to help them reach their academic potential. The students we support across KS1-5 are not able to access mainstream education for a variety of reasons; often they have SEN, medical needs, or they have been permanently excluded from another school.

As a TCW teacher you can request different roles and responsibilities allowing you to specialise in different areas of the school as they become available. However, when needed, all teachers must be able to deliver English, Maths and Science to at least a foundation GCSE level on a 1:1 basis in homes, centres and/or libraries.

## Responsibilities:

### Onsite Small Group Business Teacher Responsibilities:

1. Deliver small group (or 1:1) Digital Media day experiences to assigned students
2. Lead and direct any TA or support teachers in the lesson ensuring all staff are used effectively
3. Liaise with and support any teachers delivering Digital Media to students offsite
4. Mark and moderate assignments
5. Support the vocational team in the smooth running of the department including training, moderating and curriculum development
6. Attend external exam board training

### Teaching/Planning Lessons:

1. Teach up to 30 hours per week, educating students in accordance with TCW's ethos of learning through creativity.
2. Prepare detailed, interesting, creative and relevant lesson plans based on the schemes of work provided for the agreed curriculums, tailoring these to meet each student or class' needs.
3. Teach specific programmes of study and ensure assigned students are entered for the agreed qualifications in a timely manner with the Exams Officer.
4. Write detailed half-termly/end of assignment reports and any other interim reports using good English and following all requested deadlines.
5. Take charge of pastoral care for your students and provide day-to-day discipline, sanctions and rewards, and support your students through break and lunchtimes.
6. Sign in and fully utilise the Lesson Tracker app as directed. This includes checking in, recording the students' attendance, checking out, scoring progress and engagement, writing a session report and submitting for every session and student you are timetabled for.
7. Be prepared to cover other teachers' sessions as needed, and to transfer between working offsite and onsite as required by the school.
8. Prepare for and be supportive of lesson observations, and attend termly appraisal/observation feedback sessions - these are likely to take place after school.
9. Arrive on time to start sessions at the agreed time and location. Report any issue immediately to the Education Team and students/their families.
10. Liaise with the Teaching and Learning team if you require additional support.

### Supporting Student Development:

1. Read the supplied background history of any assigned student taking particular note of their needs.
2. Update individual risk assessments for the students where necessary. Write further risk assessments for any trips or activities.
3. Read and update the students' Individual Education Plans (IEPs), in discussion with the Curriculum Coordinator, and ensure you understand and follow the agreed curriculum for the student.
4. Meet with professionals connected to your student(s) and attend educational reviews to discuss their progress as required.
5. Keep an open dialogue each day with the other teachers, learning support and/or TAs working with mutual students as to the progress they are making.

### Safeguarding:

1. Keep in regular contact with the Education Team through email, text and/or conversation regarding a student's education and welfare.
2. Report to the Designated Safeguarding Lead any safeguarding concerns that arise, record them on MyConcern and follow any tasks set in a timely manner.
3. Complete regular safeguarding training maintaining at least a level 2 standard and keep updated with relevant KCSIE documentation.
4. Adhere to the health and safety standards in the centres and report concerns to the Health and Safety Officer and Onsite Leader where appropriate.

### Professionalism:

1. Model outstanding practice as a teacher for other staff in the school, working in line with the TCW Teacher Standards in Teaching and Learning, Professionalism and Creativity.
2. Be well presented and polite during work time, especially when meeting students, parents, staff and professionals.
3. Lead, contribute or attend all weekly TCW training sessions/meetings as required including completing tasks and providing evidence of understanding to be put forward for certification of completion.
4. Approve weekly timesheets at the end of each week as directed by the finance team.
5. Be responsible for your own expenses, including completing expense forms in a timely manner.

## Person Specification:

#### Essential:

- A-level (or equivalent) or above qualification in a Digital Media related subject
- Experience of teaching Digital Media to students with behavioural and/or Special Educational Needs and Disabilities
- Ability to use Digital Media Programs to teach students
- Ability to be flexible where required to teach subjects other than your specialty in order to meet students' needs.
- At least GCSE level grades A\*-C or equivalent in Maths, Science and English subjects.
- Experience in teaching and delivering high-quality lessons.
- A knowledge of:
  - The current curriculum for all Key Stages
  - Working with children with SEN/behavioural needs
  - Different teaching practices
  - Pedagogy
  - Safeguarding
- Creative and dynamic with high levels of attention to detail.
- Ability to work alone and with initiative.
- Excellent organisational and planning skills and ability to multitask.
- Adaptable and flexible approach to work.
- Willing to embrace change and challenge processes to improve efficiency.
- Able to manage workloads and prioritise efficiently when needed.
- A team player who is able to develop effective relationships with the team and work in partnership with others.
- Excellent numeracy, written English and verbal communications skills.
- Strong administration skills.
- Good I.T. knowledge of using Microsoft Office packages, Gmail, Google Drive, etc.
- Excellent telephone manner.
- Personable, professional and courteous in manner.
- A friendly, positive and proactive attitude to work.
- Able to manage stressful environments.
- Able to be discreet and loyal, and handle confidential material professionally.

#### Desirable:

- Degree or above in a Digital Media or a related subject
- Digital/Media Industry experience

The job description is not an exhaustive list and there may be times when the Headteacher or Executive Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

## Extra Information:

This is a salaried full-time or part-time position. Part-time teachers can work anywhere between 2 and 4 days per week (working pattern to be agreed in advance). Changing this pattern requires the full notice period indicated in the contract. All salaried staff, regardless of their hours, are expected to attend all training sessions, including INSET and training days, as part of their salary. This role is only expected to work Monday-Friday during term time with the exception of an additional 2 specified, out-of-term, training days (dates TBC in advance of the commencement of the school year or upon request). Official leave is 20 days per annum (to be taken out of school time) plus bank holidays, however, for the rest of the school holidays staff are only expected to work from home to the degree required to meet their duties though should be contactable as required.

This role may also be entitled to up to 5 days (prorated if part time) unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 08.30-4.30 (though specific timings are flexible based on your assignment and responsibilities with teaching duties finishing by 4pm) with a 30-minute lunch break weekdays with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Tuesday and Thursday training sessions, which finish at 6.00pm, the TCW showcase and the Student Awards event, which finish at 8.00pm. Dates are provided at the beginning of every new academic year.

This role will be directly managed by a Teaching and Learning Officer, and performance reviews will happen at least twice a year. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All teachers will be required to meet a 'good' (green) level and always aim for 'outstanding' (blue) in line with Ofsted guidelines and TCW's Teacher Standards for teaching and learning, professionalism and creativity. Those who do not meet TCW's standards will be offered guidance and support to try and improve. Any teachers and members of management who do not consistently meet the standard of at least good may also be required to attend extra, unpaid training.

### **THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK**

**We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment.**