We Are Hiring

# TEACHER WITH ENGLISH REPONSIBILITY

Creativity · Holistic Education · Open-Mindedness · Individuality

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| **Location:** | Learning Hub - TCW South School - SE1 |
| **Hours**: | Part-time – Wednesdays and Thursdays - All day<br><br>Looking for a full-time opportunity? There may be scope to fill your remaining three days with off-site teaching.<br><br>Monday - 08.30 - 4.30<br>Tuesday - 08.30 - 4.30<br>Wednesday - 08.30 - 4.30<br>Thursday - 08.30 - 4.30 + Whole school training - 4.30 - 6.00<br>Friday - 08.30 - 4.00 |
| **Salary**: | From £30,560 per annum (£30,317.93 + £242.49 2 day responsibility allowance) |

## Summary of the Responsibility:

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.

**Summary of the role the English responsibility:**

This role has a specific responsibility of delivering English to a high standard to students on a 1:1 basis (or small groups) in our South London School. Working with students of all ages, abilities and needs, who will attend the centre for one session per week, the role also supervises a team of offsite teachers who deliver English to the same students, complimenting the work done onsite and ensuring student progress. Where it is not deemed suitable to deliver science sessions.

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

## Responsibilities:

**Teaching/Planning Lessons**

1. Teach up to 30 hours per week, educating students in accordance with TCW's ethos of learning through creativity.
2. Liaise with and support offsite teachers working with your assigned students and oversee their further delivery of the English curriculum to your students
3. Oversee your assigned students' English progress
4. Support the English Lead in the smooth running of the department including training, moderating and curriculum development
5. 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.
6. Teach specific programmes of study and ensure assigned students are entered for the agreed qualifications (e.g. Entry Level, Functional Skills, GCSE and Unit awards) in a timely manner with the Exams Officer.
7. Oversee the administration and marking of evidence submitted for qualifications you teach, liaising with the subject leads.
8. Mark, assess, track and document your students' progress in line with school policy, conducting baseline and half-term assessments.
9. Write detailed half-termly/end of assignment reports and any other interim reports using good English and following all requested deadlines.
10. 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.
11. Instruct and guide any teaching assistants that work in the classroom with you.
12. 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.
13. Be prepared to cover other teachers' sessions as required, and to transfer between working offsite and onsite as required by the school.
14. Prepare for and be supportive of lesson observations, and attend termly appraisal/observation feedback sessions - these are likely to take place after school.
15. Arrive in time to start sessions at the agreed time and location. Report any issue immediately to the Education Team and students/their families.
16. 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. Attend an initial meeting for new students where possible and attempt to engage with the student making them feel comfortable in your presence.
3. Write an individual risk assessment for the student reflecting their history and what you have learnt from them at the initial meeting. Visit any spaces where the education is due to take place and consider those environments within the risk assessment. Write further risk assessments for any trips or activities.
4. Read and update the students' Individual Education Plan (IEP), in discussion with the Curriculum & Pathways Officer, and ensure you understand and follow the agreed curriculum for the student.
5. Meet with professionals connected to your student(s) and attend educational reviews to discuss their progress as required.
6. 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. Train and regularly update to level 2 Safeguarding 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: | Desirable: |
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| • An honours degree or equivalent professional qualification.<br>• (relevant professional experience working with young people in an educational setting will also be considered).<br>• Ability to teach Maths, English and Science to a foundation GCSE level with provided curriculums.<br>• At least GCSE level grades A*-C or equivalent in Maths, Science and English subjects.<br>• Experience in teaching and delivering high-quality lessons.<br>• A knowledge of:<br>1. The current curriculum for all Key Stages<br>2. Working with children with SEN/behavioural needs<br>3. Different teaching practices<br>4. Pedagogy<br>5. Safeguarding<br>• Creative and dynamic with high levels of attention to detail.<br>• Ability to work alone and with initiative.<br>• Excellent organisational and planning skills and ability to multitask.<br>• Adaptable and flexible approach to work.<br>• Willing to embrace change and challenge processes to improve efficiency.<br>• Able to manage workloads and prioritise efficiently when needed.<br>• A team player who is able to develop effective relationships with the team and work in partnership with others.<br>• Excellent numeracy, written English and verbal communications skills.<br>• Strong administration skills.<br>• Good I.T. knowledge of using Microsoft Office packages, Gmail, Google Drive, etc.<br>• Excellent telephone manner.<br>• Personable, professional and courteous in manner.<br>• A friendly, positive and proactive attitude to work.<br>• Able to manage stressful environments.<br>• Able to be discreet and loyal, and handle confidential material professionally.<br>• This responsibility is available to any TCW staff on or starting a salaried contract with the school<br>• A-level (or equivalent) or above in an English subject<br>• Comprehensive experience of teaching English curriculum to students with behavioural and/or Special Educational Needs | • Qualified Teacher Status.<br>• A-levels in English, Maths or a Science subject.<br>• Experience of working in a creative environment.<br>• Creative background.<br>• Experience of working in a charity. |

The job description is not an exhaustive list and there may be times when the Executive Headteacher or 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 position . 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, 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 unpaid term-time leave per annum (4 days if part-time), to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 08.30-16.30 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.

**Our Values:**
We believe young people benefit from seeing a wide range of positive role models who reflect the diversity of the world around them. We warmly welcome applications from people of all backgrounds, ethnicities, gender identities, sexual orientations, and from disabled and neurodivergent applicants.

**Safeguarding and Safer Recruitment**
The Complete Works is committed to safeguarding and promoting the welfare of children and young people. This role is exempt from the Rehabilitation of Offenders Act 1974, as amended. Any offer of employment will be conditional on satisfactory pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check and a barred list check, where applicable.

**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.**