

We Are Hiring

REMOTE TEACHER - (BANK WORKER)

Creativity

Holistic
Education

Open-
Mindedness

Individuality

Responsible To:	Teaching and Learning Officer
Location:	Remote
Rate of Pay	£58.00 per 3 hour session

Role Summary:

This casual contract role is responsible for delivering remote education online to a small group of students or individual students using creative approaches to help them reach their academic potential. The students are referred to us for a variety of reasons which mean they are not able to access mainstream education. Reasons for this include students with SEN, medical needs or those that have been permanently excluded. Some assignments will have an end date but most will be for an indeterminate amount of time. This role may also be used to work on short term notice as a cover teacher if applicable.

Responsibilities:

- Read the supplied background history of a newly assigned student taking particular note of their needs.
- Virtually attend an initial meeting and attempt to engage with the student making them feel comfortable in your presence.
- Write a risk assessment for the student reflecting their history and what you have learnt from them at the initial meeting.
- Working alongside the Curriculum team, contribute to the creation of the Individual Education Plan (IEP) and ensure you understand what curriculum you should be studying with the student.
- Prepare detailed, interesting and relevant lesson plans and schemes of work for the agreed curriculums. Tailor these to meet each student or class' needs. These need to be available if requested.
- Teach specific programmes of study and where appropriate deliver qualifications (e.g. Entry level, Functional Skills, GCSE and Unit awards).
- Sign in and fully utilise our Management Information System, Ariel. This includes checking in, recording the students' attendance, checking out, scoring progress and engagement, writing a session report and submitting for every session you are timetabled for.
- Educate students in accordance with the school's ethos of learning through creativity.
- Improve students' skills in literacy and/or numeracy and build their confidence through creative and academic learning.
- Develop and create new interesting resources for delivering lessons.
- Keep in daily contact with the Education team through email, text and/or conversation regarding a student's presence and progress.
- Login on time to sessions ready to teach.
- Be well presented and polite during work time especially when meeting students, parents, staff and professionals.
- Meet with professionals connected to your student(s) and virtually attend educational reviews to discuss the progress of students if the need arises (paid at meeting rate if outside of teaching hours).
- Approve weekly timesheets in a timely fashion.
- To communicate any concerns regarding students to the education team through our safeguarding system, emails, or phone calls.

- To conduct baseline assessments and ongoing literacy and/or numeracy tests, in line with the national curriculum, to help assess the students' development.
- To read and follow the assigned students' individual education plan (IEP).
- Attend online all weekly TCW training sessions/meetings (paid at training rate).
- Write detailed half-termly/end of year reports and any other interim reports as required.
- Prepare for and be supportive of lesson observations.
- Liaise with the Teaching and Learning team if you require additional support.
- To work in line with the TCW staff criteria in Teaching and Learning, Professionalism and Creativity.
- Virtually attend termly appraisal sessions with your line manager - these are likely to take place after school (paid at meeting rate if outside of teaching hours).
- To follow all safeguarding measures for remote teaching as outlined in the staff handbook.
- Report to the Designated Safeguarding Lead any safeguarding concerns that arise and follow any actions set.
- Each assignment may require you to teach sessions of 3 hours per day to an individual student or to a small class.

Person Specification:

Essential:

- Qualifications and Experience
- Degree or equivalent (relevant professional experience with young people in education will also be considered)
- A Level or above; GCSEs in English, Maths and Science (grade C/4 or higher)
- Experience teaching or tutoring in a school or similar educational setting
- Strong subject knowledge in English, Maths or Science across a range of age groups
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- Skills and Abilities
- Excellent communication, organisational and planning skills
- High accuracy and attention to detail; able to manage workloads and priorities under pressure
- Confident using Microsoft Office, Google Workspace and online learning platforms
- Strong administrative, numeracy and written English skills
- Ability to work independently, take initiative, and adapt to change
- Effective team player, building positive relationships with staff, students and parents
- Skilled in motivating and developing others; good people management skills
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- Personal Qualities
- Professional, personable and courteous manner
- Enthusiastic, proactive and flexible approach
- Able to manage stressful situations calmly and maintain confidentiality
- Committed to inspiring, motivating and supporting students, staff and parents/carers

Desirable:

- Knowledge of SEN/behavioural students.
- A knowledge of safeguarding matters
- Experience of working in a creative environment
- 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 procedure 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:

The school day falls between the hours of 08.30-16.30 with some after school assignments available on occasion. Planning, preparation, reports, and admin take place outside of these contracted hours, but are included in your session rate. TCW reserves the right to hold meetings and performances after these hours, which you may be expected to attend remotely (or in person if you can), these would be paid at your training rate. Any paid meetings must be agreed in advance of them taking place so they can be accurately recorded on the lesson tracker.

Weekly training sessions/meetings are compulsory while working on an assignment. They are also paid at the bank worker training rate. These take place on Thursdays during term time from 4:30-6.00 pm. Whole school meetings will also be held within this time slot, however there may be certain external training sessions that require a later finish. In this instance you will be given at least a month's notice. Additional events may take place outside of these hours which have a later finish time. Dates are provided at the beginning of every new academic year.

Casual teaching staff will be directly line managed by a T&L Officer with performance reviews happening at least once a term. One hour at your training rate will be paid for appraisals outside of your usual hours.

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 bank workers will be required to meet TCW's criteria for teaching and learning, professional and creative standards. Those who do not meet TCW's standards will be offered guidance and support to try and improve. TCW will not be able to continue to offer assignments for those workers who do not manage to improve their performance.

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.