



Job Description

Creative Arts/Technology Teacher

Full Time Salary: MPS or Unqualified Teacher Pay Scale depending on qualifications and experience

Location: Croydon

Reporting to: Head Teacher

Purpose: To mentor, support students in the classroom, deliver activities and supervise staff.

Mission Statement: To deliver the highest quality provision of education and support to help people thrive in their challenging environment.

Introductory

The Write Time Independent school is part of The Write Time social enterprise working with young people and adults in a variety of projects to educate and develop their skills in order to improve life chances and opportunities.

The school has a set number of ODTs working in every classroom to support teachers. ODTs also are additionally appointed to carry out wider duties across the school a specific task to support students with 1:1 SEN support needs. ODTs are required to be creative and deliver sessions that are fun, engaging and develops students' personal social skills that could also lead to achieving qualifications. ODTs are to be skilled mentors and their roles are designed to be flexible, changing according to the needs of the student cohort of the school.

Job Description: Class Teacher/Instructor

Relationships: Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals

- Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below
- To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Promote the school's ethos that 'We Care, Value and Challenge Everyone, Everyday' to ensure Inclusion, Independence and Self Worth for ALL.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;

As a Class Teacher:

The Class Teacher will:

- Implement agreed school policies and guidelines;
- Support initiatives decided by the Headteacher and staff;
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- Be able to set clear targets, based on prior attainment, for pupils' learning;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
- Report to parents on the development, progress and attainment of pupils;
- Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Make effective use of ICT to enhance learning and teaching
- Lead, organise and direct support staff within the classroom;

- Participate in the performance management system for the appraisal of their own performance, or that of other teachers

Name of Post holder:

Date :

Signature of Post holder:

Signature of Headteacher.....

Person Specification – The Write Time Independent School

Post Title: Teacher/Instructor

	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS	✓	
Experience		
Will have had some experience of teaching in an environment through trainee placements or FT employment pupils with additional needs or SEND	✓	
Professional Knowledge and Understanding		
Must have a sound knowledge of the National Curriculum for all the subjects for Key Stage 3, 4 and 5 in Creative Arts and Technology	✓	
A sound knowledge and understanding of the National Curriculum	✓	
An understanding of the National Literacy and Numeracy Strategies as well as the SEND Strategy	✓	
An understanding of curriculum and pedagogical issues relating to learning, teaching and assessment	✓	
Familiarity with Standardised Attainment and Diagnostic Tests	✓	

Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> • Keeping Children Safe In Education (KCSIE) – Safeguarding and Child Protection Policy • Participation and implementation of the School Behaviour Policy • Teaching, Learning and Assessment Policy • Marking and Feedback Policy • Awareness of Health and Safety implementation in the work place • Implementation of the school Equal Opportunities 	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with FSM, PP & SEN	✓	
Familiarity with writing and delivering effective Individual Education Plans for pupils with SEN	✓	
Professional Skills and Abilities		
A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching	✓	
Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Must be able to use assessments of pupils learning to inform future planning and specific intervention	✓	
Ability to plan and work collaboratively with colleagues	✓	
Personal Qualities		
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	
A teacher with a flexible approach to work who enjoys being a good team member	✓	
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	

To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
