

New River College Pupil Referral Unit JOB DESCRIPTION
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POSITION: English Teacher

GRADE: MPS/UPS + 1 SEN point

RESPONSIBLE TO: Designated member of SMT

RESPONSIBLE FOR:

PURPOSE OF THE POST

The purpose of the post is to achieve the highest possible standards and outcomes for the pupils in the PRU. The post holder will ensure a cohesive and personalised programme of learning activities for New River College students. This will include developing literacy across the curriculum and implementing opportunities for a broad range of accreditation in English and literacy. The postholder will also be expected to teach related disciplines.

The postholder will support the senior management team in creating a lasting improvement in the quality of education provision and the management of teaching and learning through the provision of high quality professional services, which meet the changing expectations of New River College.

REQUIREMENTS OF THE POST

The postholder is required to carry out the duties of a teacher as set out in the Schoolteacher's Pay and Conditions and such specific duties that form part of this job description.

Teachers are responsible to the designated member of SMT for supporting the general good order and discipline of New River College, and the implementation of all policies. All staff are expected to have a clear understanding of the aims, objectives and ethos of New River College and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of New River College be seen as inter-related.

MAIN DUTIES

1. To teach and be responsible for the development and co-ordination of a specific subject across the full age and ability range, with reference to the national curriculum and programmes of study
2. To take responsibility for tracking pupil progress in a specified subject area and for collecting and monitoring data to support teaching and learning
3. To deliver and facilitate dynamic, creative and active lessons in designated subject area
4. All staff have a teaching commitment that will involve the following:

- planning and recording of lessons
 - termly submission of schemes of work to line manager
 - maintenance of pupil and class records
 - completion of pupils' subject reports and profiles
 - assessment, monitoring and evaluation in line with the PRU policy
 - setting of pupil targets
 - tracking pupil progress in subject area
 - setting and marking of regular homework
 - undertaking regular sampling of pupil's work
 - management of relevant resources including care of equipment, stock and delegated budget where appropriate
5. To teach and support educational activities in other areas of the curriculum as appropriate under the direction of the designated member of SMT
 6. To identify learning objectives related to subject specialism across the curriculum and develop policies as appropriate
 7. To identify resources required to sustain and embed high quality subject delivery
 8. To regularly monitor, review and evaluate the delivery of subject area at New River College
 9. To work in partnership with a range of agencies and providers as appropriate to deliver a broad and balanced curriculum offer
 10. To have pastoral and lead professional responsibility for a group of pupils, planning for positive outcomes
 11. To take an active role in encouraging good attendance of pupils
 12. To identify the individual learning needs of students, including those with SEN
 13. To monitor and review the progress of individual pupils and groups of pupils, to contribute to the writing of Pupil Passports and or School based SEN plans, and the Annual Reviews of pupils with a statement of special educational needs or Education, Health and Care Plans. To maintain records and prepare and present reports.
 14. To prepare school reports in line with statutory requirements for reporting to parents/carers and to adhere to the annual schedule for completing pupil profiles including attendance at parents' /carers' meetings.
 15. To contribute to the development and implementation of Pupil Progress Files.
 16. To work with colleagues to develop and implement pupils' Pupil Passports and or School based SEN plans including the arrangements for reintegration to school or for transition to other suitable provision, education, employment or training as appropriate.
 17. To keep abreast of developments in all relevant aspects of the curriculum and identify examination pathways where appropriate
 18. To participate in the development of PRU policies, the development plan and Ofsted action plans.
 19. To communicate when needed with the management committee / governing body, parents, SMT, local authority officers and outside agencies
 20. To attend team and service meetings and participate in activities that support SMT in the maintenance of discipline and ethos

21. To assist and support other members of staff to ensure the smooth running of the PRU, including involvement in off-site activities

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with New River College's Health and Safety Policy and relevant Health and Safety guidance and legislation
- To promote the safeguarding of children
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To participate in performance management, and undertake training and professional development as appropriate
- To undertake other duties appropriate to the post that may reasonably be required by the senior management team on any of the PRU sites

PERFORMANCE STANDARDS

- To ensure that all services within the areas of responsibility are provided in accordance with New River College's commitment to high quality service provision
- To ensure that New River College policies and customer care standards are met and adhered to
- At all times to carry out the responsibilities of the post with due regard to New River College's Equal Opportunities policy

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Job descriptions will be reviewed annually by the management committee / governing body and may be changed after appropriate consultation.

Signed ----- Date -----

New River College Pupil Referral Unit PERSON SPECIFICATION
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POSITION: English Teacher

GRADE: MPS/UPS + 1 SEN point

CRITERIA

REQUIREMENTS

ESSENTIAL CRITERIA

**EDUCATION AND
EXPERIENCE**

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| E.1 | Qualified teacher status |
| E.2 | At least 3 years successful teaching of the subject area designated in JD, including evidence of involvement in the raising of achievement of challenging pupils |
| E.3 | Experience of developing and delivering programmes related to subject area designated in JD |
| E.4 | A Special Educational Needs qualification or relevant experience in the area of challenging behaviour. |
| E.5 | Evidence of continuing professional development |

**SKILLS,
KNOWLEDGE
AND ABILITIES**

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|------|---|
| E.6 | An understanding of methods and good practice in reviewing and evaluating teaching & learning |
| E.7 | Evidence of clear view about future developments of area of responsibility in a school or PRU, and an ability to manage change |
| E.8 | Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within a school or PRU |
| E.9 | An understanding of national developments in the area of social inclusion |
| E.10 | Knowledge of the National Curriculum, including Programmes of Study and national strategies related to the teaching of the subject area designated in JD |
| E.11 | Knowledge of a range of accreditation available to students in the subject area designated in JD |
| E.12 | An understanding of behaviour management strategies |
| E.13 | Ability to build effective working relationships with a range of partners and stakeholders. |
| E.14 | Ability to motivate colleagues and pupils through a positive and professional attitude |

- E.15 Strong interpersonal skills and an ability to communicate clearly both orally and in writing
- E.16 Ability to use key aspects of ICT to present data
- E.17 Excellent behaviour management skills based on a firm but empathetic approach with pupils.
- E.18 Demonstrable commitment to inclusive education
- E.19 Capacity to work under pressure and to meet deadlines
- E.20 Capacity to work flexibly and to adapt to the changing needs of the New River College and the PRU.
- E.21 Excellent attendance and punctuality
- E.22 Ability to prioritise competing demands
- E.23 Ability to work as part of a team
- E.24 A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
- E.25 A commitment to deliver services with the framework of New River College's equal opportunities policy.
- E.26 Ability to form and maintain appropriate relationships and personal boundaries with children and young people