

**POST:** **ASSOCIATE SPECIALIST TEACHER - (UNQUALIFIED TEACHER PAYSCALE) (£16,626 - £20,492 pa, plus an enhanced salary/allowance for a subject specialist in English, Maths or MFL) (Temporary until 31 December 2018 in the first instance)**

**RESPONSIBLE TO:** **LEAD GRADUATE LEARNING FACILITATOR/SENIOR ASSISTANT HEADTEACHER FOR INCLUSION**

### **JOB PURPOSE**

To provide high quality facilitation to support teaching and learning, to enable the effective use of resources and high standards of achievement and progress for students, within an environment in which students feel safe, rewarded and challenged.

This facilitation will include:

- Supporting the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.
- Supporting a number of identified students ('cohort') within an identified year group to achieve their termly targets through planned intervention whereby both classroom and 1:1 support is provided
- Liaising with stakeholders in a key worker role, attending meetings, overseeing student progress and acting a reporting link to staff at all levels as appropriate
- Providing specialist teaching to 'hard to place' students who required very specific support outside of school sessional times
- Providing cover in the absence of teachers covering all subjects and all year groups in line with the needs of the school which will vary on a day to day basis.

The amount of time dedicated to each area above will vary depending on the needs of the cohort, 'hard to place' students and timetabled cover for the school. As this is a new post, there should be every expectations that aspects of the role may change and develop over time, within the general job weight defined.

### **DUTIES AND RESPONSIBILITIES**

The duties and particular expectations of this post are detailed below and are in addition to those specified in the latest School Teachers' Pay and Conditions Document.

#### **Responsibilities**

Working under the guidance of well trained staff to:

- To set high expectations and provide supervision in the classroom
- To support and participate in curriculum and faculty development
- To maintain high standards of work and behaviour
- To efficiently and effectively deploy quality resources for learning
- To assist with the assessment, recording and reporting of progress
- To provide equality of opportunity
- To support a number of identified students to achieve their termly targets.

#### **Key Tasks**

Work with well trained staff to :

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Headteacher  
**Mrs M Marr**



National Teaching School  
designated by  
National College for  
Teaching & Leadership



THE UNIVERSITY OF  
WARWICK  
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1. Ethos/Vision

- To support the vision and ethos of the school
- To promote high expectations of students
- Promote a positive climate for learning and maintain effective arrangements for managing student behaviour as well as recognising and rewarding students
- To lead by example to help motivate, inspire and enthuse students in their studies
- To encourage students to recognise their role within school and within the wider community
- To set a good example in terms of dress, punctuality and attendance
- To uphold the school's policies, procedures and practices.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

2. Planning

- With the support of well trained staff, to undertake appropriate planning, preparation and evaluation of lessons and courses for individuals, groups and whole classes

3. Curriculum

- To ensure that delivery of agreed lessons and learning experiences promotes equality of opportunity.
- To follow course outlines, syllabuses and schemes of learning as agreed by senior staff.

4. Learning and Teaching

- To ensure that students' individual and special educational needs are recognised and met.
- To promote and develop different learning styles for students.
- To maintain an environment within the department which promotes high quality learning.
- To ensure good record keeping with respect to teaching and learning within the department.
- To ensure homelearning is set in line with the school policy.
- To deliver agreed lessons and learning experiences to individuals, groups and whole classes as required
- Utilise ICT in learning activities and develop students' competence and independence in its use.
- Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of students
- Target, promote and engage students in out of hours learning including summer school.

5. Assessment/Recording and Reporting

- To assist well trained staff in monitoring and analysing records of students' progress.
- To ensure the school's marking policy is adhered to.

- To ensure that the School's Recording and Reporting procedures are implemented effectively.
  - To provide objective feedback and reports as required to well trained staff on student achievement, progress and other matters as appropriate.
6. Staff Development
- To participate in the Performance Management Policy/Staff Development policy
  - To participate in INSET activities
  - To attend relevant scheduled meetings and briefings as appropriate
7. Management of Resources
- To effectively and efficiently manage, prepare and maintain equipment and resources for lessons
  - Any other duties and responsibilities within the range of the salary scale.
  - Assist with the supervision of students outside of lesson times, including before and after school and during lunchtime.
  - Assist with the provision of general care and welfare of students which may include assistance with the personal hygiene routes, injuries, and identification and monitoring of students' general health and wellbeing.
8. Equality of Opportunity
- To ensure that everyone within the team and within each classroom is valued as an individual.
9. Safeguarding
- To be accountable for promoting and safeguarding the welfare of students responsible for, and in contact with.