



St Ambrose Barlow RC High School & Sixth Form College

A National School of Creativity

Headteacher: Ben Davis

TLR Job Description

Post Title	Teacher of Health & Social Care/Childrens Play, Learning & Development (CPLD) – Post 16
TLR	TLR 2A
Purpose	<p>To implement and deliver an appropriately broad balanced relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate</p> <p>To monitor and support the overall progress and development of students as a teacher/Form Tutor</p> <p>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential</p> <p>To contribute to raising standards of student attainment</p> <p>To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth</p> <p>To be BTEC Experienced</p>
Reporting to	Curriculum Leader of Design Technology
Responsible for	The provision of a full learning experience and support for students
Liaising with	Headteacher/Deputies, teaching/support staff, LEA representatives, external agencies and parents
Working Time	195 days per year. Full time
Salary/Grade	TLR 2A
Disclosure Level	Enhanced

MAIN (CORE) DUTIES

Operational/Strategic Planning

To assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.

To contribute to the Curriculum Area and Department's development plan and its implementation

To plan and prepare courses and lessons

To contribute to the whole school's planning activities

To have experience of teaching Health and Social Care & CPLD

To teach at Post 16 and KS4

To be secondary trained as a specialist subject teacher

To be an established "good with outstanding features" classroom teacher

To develop work related links for Post 16 students

To have experience of BTEC quality processes

Curriculum Provision

To assist the Curriculum leader, the Deputy Head Teachers to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives

Curriculum Development

To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.

Staffing

To take part in the school's staff development programme by participating in arrangements for further training and professional development

To continue personal development in the relevant areas including subject knowledge and teaching methods

Recruitment/ Deployment of Staff

To engage actively in the Performance Management Review process

To ensure the effective/efficient deployment of classroom support.

To work as a member of a designated team and to contribute positively to effective working relations within the school

To inform the school on the first day of absence ideally before 8.00 a.m.

To liaise with Curriculum Leader at the start of absence re setting of work.

Quality Assurance

To help to implement school & BTEC quality procedures and to adhere to those.

To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.

To review from time to time methods of teaching and programmes of work

To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information

To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.

To complete the relevant documentation to assist in the tracking of students

To track student progress and use information to inform teaching and learning

Communication

To communicate effectively with the parents of students as appropriate.

Where appropriate, to communicate and co-operate with persons or bodies outside the school

To follow agreed policies for communications in the school

Marketing and Liaison

To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.

To contribute to the development of effective subject links with external agencies.

Management of Resources

To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.

To review from time to time methods of teaching and programmes of work

To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

To be an established “good with outstanding features” classroom teacher

Pastoral Systems

To be a Form Tutor to an assigned group of students

To promote the general progress and well being of individual students and of the Form Group as a whole

To liaise with the Pupil Progress Co-ordinator to ensure the implementation of the school’s Pastoral System.

To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.

To evaluate and monitor the progress and attendance of students and keep up-to-date student records as may be required e.g. incident sheets

To contribute to the preparation of Action Plans and progress files and other reports

To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved

To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.

To contribute to PSHE and Citizenship and Enterprise according to the school policy

To apply the Behaviour Management systems so that effective learning can take place.

Teaching

To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.

To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required

To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students

To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students

To undertake a designated programme of teaching

To ensure a high quality learning experience for students which meets internal and external quality standards.

To prepare and update subject materials

To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus

To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour standards of work and homework.

To undertake assessment of students as requested by external examination bodies, departmental and school procedures

To mark grade and give written/verbal and diagnostic feedback as required.

To teach students at post-16 and KS4

To have skills in BTEC Health and Social Care & (CPLD) up to BXTe3

OTHER SPECIFIC DUTIES

To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage and ensure staff and students follow this example

To support the school in meeting its legal requirements for worship

To continue personal development as agreed

To engage actively in the performance management review process

To promote actively the school's corporate policies

To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate

To undertake any other duty as specified by the School Teachers Pay and Conditions Document not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

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