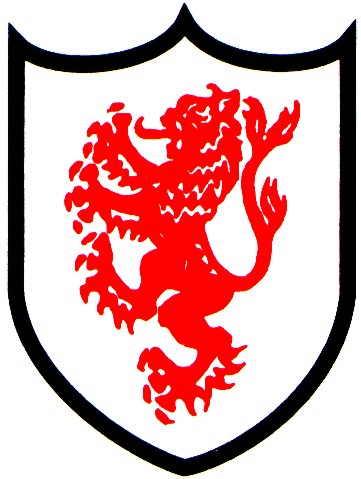
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| **Post Title:** | ASC TEACHER: ASC Centre |
| **Purpose:** | * To support the raising of standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress. * To support the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the centre, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school * To be accountable for managing and developing resources for teaching within the curriculum area * To act as a support to the Curriculum Lead and when required assist with developing the centre. * To support the overall progress and development of students as a supporting teacher within the centre. |
| **Reporting to:** | ASC Centre Co-ordinator |
| **Responsible for:** | Teaching assistants within the centre **in the absence of the ASC Co-ordinator** |
| **Liaising with:** | ASC Co-ordinator, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff and other outside agencies, parents. |
| **Salary/Grade:** | MPS plus SEN 1 allowance |
| **Operational/ Strategic Planning** | * To assist with the development of appropriate syllabuses, resources, schemes of work, assessment and teaching and learning strategies in the centre * To actively monitor and follow up student progress * To help implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. * To work with the ASC Co-ordinator to formulate aims, objectives and strategic plans for the centre, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School. * To link with the ASC Co-ordinator to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission. |
| **Curriculum Provision:** | * To liaise with the ASC Co-ordinator to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Strategic Improvement Plan/School Self Evaluation and meets our students’ needs |
| **Curriculum Development:** | * To keep up to date with national developments in the subject area and teaching practice and methodology. * To liaise with the ASC Co-ordinator to maintain accreditation with the relevant examination and validating bodies. * To support the development of the curriculum area in line with national developments. |
| **Staffing**  **Staff Development:**  **Recruitment/ Deployment of Staff** | * To work with the ASC Co-ordinator to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. * To promote teamwork and to motivate staff to ensure effective working relations |
| **Quality Assurance:** | * To ensure the effective operation of quality control systems. * To assist in the process of the setting of targets within the centre and to work towards their achievement. * To help to establish common standards of practice within the centre and develop the effectiveness of teaching and learning styles in all subject areas within the ASC Centre. * To contribute to the School procedures for lesson observation. * To implement School quality procedures and to ensure adherence to those within the ASC Centre. * To raise awareness of the need to seek/implement modification and improvement where required. |
| **Management Information:** | * To assist in the use of analysis and evaluation of performance data. * To help to produce reports within the self-evaluation cycle. * To help to produce reports on examination performance in the programme, including the use of value-added data. |
| **Communications:** | * To assist with ensuring that all members of the Centre are familiar with its aims and objectives. * To help ensure effective communication/consultation as appropriate with the parents of students. * To, when appropriate, liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. * To represent the Centre’s views and interests. |
| **Marketing and Liaison:** | * To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases. * To support with the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. * To help actively promote the development of effective subject links with external agencies. |
| **Management of Resources:** | * To co-operate with other departments and faculties to ensure a sharing and effective usage of resources to the benefit of the school and the students. |
| **Pastoral System:** | * To assist with the monitoring and support the overall progress and development of students within the faculty. * To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. * To contribute to PSHE, citizenship and enterprise according to school policy. * To assist in ensuring the Behaviour Policy is implemented in the faculty so that effective learning can take place. |
| **Teaching:** | * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. * To deliver PSD lessons to students both from the centre and the rest of the school * To deliver intervention sessions with students to ensure they are fully conversant with what is happening in lessons * To deliver and support a social programme to ensure the social needs of the students within the centre are being met |
| **Additional Duties:** | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. * To cover for the ASC Co-ordinator if they are not in School. |
| **Other Specific Duties:**  To continue personal development as agreed.  To engage actively in the performance review process.  To undertake any other duty as specified by School Teachers Pay and Conditions Board 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 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, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. | |
| Employee Signature: | |
| Print Name: Date: | |
| Line Managers Signature: | |
| Print Name: Date: | |