

# Job Description

**JOB TITLE:** Teacher  
**LOCATION:** St Werburghs Development Centre, Warrington  
**REPORTS TO:** Head of Learning  
**SALARY:** £31,650 - £43,607  
**HOURS:** 5 days per week 8.30 – 4.30 (Term time)  
**DBS:** Enhanced check required.



Willow Green

**Suitable for ECT'S: No**

## Background Information

Willow Green is a Charitable Incorporated Organisation (CIO) registered with the Charities Commission. The core values of fostering a nurturing environment that supports learners, empowering them to reach their ambitious life goals is echoed throughout all that we do at Willow Green.

Our mission is that, through a strong knowledge-base, and practical programmes we can work together to create an environment that empowers, enabling all to participate fully in society as independent, mature, and responsible individuals.

Willow Green aims to further the lives of young people with SEND through high quality, bespoke development programmes based on their individual needs and aspirations. Our programmes provide a foundation for lifelong learning and wellbeing. Learners focus on essential and transferrable, work, economic, social and life skills which will enable increased independence and self-determination.

We are proud to be a fully inclusive college and this is demonstrated by:

- Valuing all learners and staff equally
- Reducing barriers to learning for all
- Recognising that inclusion in education is one aspect of inclusion in the whole of society.

When learners come to leave our service, they will have gained the knowledge and confidence to succeed. They know more, can remember and apply more, meaning that they can do and achieve more.

## Role Summary

Responsible for the efficient and effective running of your programme area, you will plan, deliver and assess learners with additional needs. This will include the design and production of appropriate learning and assessment materials and the practical delivery of sessions promoting ongoing outcomes towards Education, Health and Care Plan targets and/or the Preparation for Adulthood framework. The role will also include the pastoral care of learners on your pathway.

In addition, you will be responsible for the direct line management of Learning Support Assistants within your programme area and will be accountable for their development within this area.

## **Responsibilities**

1. Carryout initial and ongoing assessments of learners' needs and capabilities.
2. Set and review, on a termly basis, appropriate SMART targets for Individual Learning Plans (ILP).
3. Conduct regular learner reviews; record, track, monitor and report on progress and complete evaluations to be submitted to the Quality Assurance Lead.
4. Produce effectively sequenced annual Long- and Medium-Term planning, mapped against the necessary schemes of learning as well as individualised outcomes.
5. Prepare appropriate learning and assessment materials, identifying gaps in learner knowledge, skills and behaviours, utilising this to develop further individualised planning.
6. Deliver effective, high-quality lessons.
7. Identify valid and sufficient evidence and sources of evidence against individual SMART targets accurately recording this using online tracking and recording systems such as Evidence for Learning.
8. Accurately assess and record students additional support requirements, building on their individual Care Support Plans.
9. Deliver training and education to prescribed standards, meeting the requirements of funding bodies.
10. Individualise learning, differentiating and adapting delivery to meet the needs of all learners.
11. Where applicable, accurately assess and record learners additional support requirements, building on EHC plans.
12. Comply with all aspects of Safeguarding, including children and adults, and The Prevent Duty policy and procedures at all times, ensuring the safety of all learners.
13. Provide a positive role model for all learners and act as a Personal Tutor providing pastoral care and support.
14. Manage the class Learner Support Assistants effectively to maximise learning, providing them with clear targets and supporting their effectiveness in quality delivery of support.
15. Support the delivery of our enrichment Creative Curriculum and Sports programme to enhance the learner experience of college life.
16. Promote and maintain a stimulating, progressive classroom environment.
17. Demonstrate consistent confidentiality in all matters concerning learners.
18. Take responsibility for learners when taking part in off-site activities.
19. Take responsibility for maintaining Health & Safety on and off site, undertaking relevant risk assessment activity.
20. Where applicable, organise and facilitate suitable vocational work placements for learners.
21. Organise and deliver a monthly performance meetings with key stakeholders.
22. Participate in observation and monitoring systems in order to maintain high quality Teaching, Learning and Assessment.
23. Take part in mandatory training and further CPD opportunities as required.
24. Support the mission and vision of Willow Green and promote equality and diversity.
25. Be flexible and easily able to adapt to changes in duties, routine and circumstances.
26. Accept the daily fluctuations within the organisation and support requirements of learners.

## Person Specification

Key: A = Application form I = Interview R = References

<b><u>Qualifications</u></b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
To hold or be working towards relevant teaching qualification with relevant status (QTS/QTLS)	✓		A,I,R
Educated to Degree level or equivalent	✓		A,I
Hold or be working towards a First Aid at Work Certificate		✓	A,I
Hold qualifications in Safeguarding and Prevent	✓		A,I
Willingness to undertake required professional training	✓		I
<b><u>Knowledge, Understanding &amp; Experience</u></b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Relevant SEN teaching experience	✓		A,I,R
Experience delivering accredited programmes to post 14 learners	✓		A,I
Experience of managing a team of support staff		✓	A,I
Experience of working in a post 19 setting		✓	A
Experience of developing and delivering programmes towards Preparation for Adulthood framework		✓	A,I
Experience of planning differentiated programmes for learners Pre-Entry Level, and Entry Level to Level 2	✓		A
Experience of providing pastoral care through the personal tutor role	✓		A,I
Understanding of Initial, Diagnostic and Baseline Assessments	✓		A,I
Understanding of target setting and monitoring of progress	✓		A,I
Experience of monitoring and tracking progress against Education, Health and Care Plans	✓		A,I
Excellent ICT skills	✓		A,I
Ability to give effective feedback to learners and staff team	✓		A,I,R
Full clean drivers' licence (Manual Car)		✓	A,I
<b><u>Personal Competencies</u></b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Sense of humour and caring nature; sensitivity, empathy and tolerance.	✓		A,I,R
Ability to work calmly under pressure, prioritise & manage own workload	✓		A,I,R
Able to generate good team working and positive partnership working with key stakeholders	✓		A,I,R
Be person centred and strong focus on meeting needs of Learners	✓		A,I,R
Willingness to be flexible to work outside the normal working pattern when required		✓	A,I
Ability to work under pressure and set deadlines for self and others	✓		A,I,R
<b><u>Values</u></b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
High level enthusiasm, commitment and motivation	✓		A,I,R
To respect the ethos of the organisation	✓		A,I