

JOB DESCRIPTION:	Maths/science Teacher – Hillcrest Manor House School
RESPONSIBLE TO:	Head Teacher
HOURS OF WORK:	<i>(Term Time Only) 8 Hours per day, 40 hours per week (possibly to include after school clubs).</i>

DUTIES AND RESPONSIBILITIES

Subject Teacher

The post holder will be expected to co-ordinate flexible, person-centred programmes of study to designated individuals and groups of young people. With emotional behavioural disorders (EBD). To take responsibility in developing the curriculum in consultation with the Head Teacher. To be available to run an after school club weekly to support extended learning opportunities.

Main responsibilities

- To maintain and develop the maths/science facilities at the school.
- To teach and co-ordinate the curriculum for maths/science.
- To prepare, plan and assess teaching sessions as part of each young person's education programme.
- To teach within the framework of the National Curriculum and other frameworks (e.g. National Skills Profile) as appropriate.
- To maintain an understanding of curriculum developments both locally and nationally.
- To be responsible for the planning of schemes of work for specific areas of responsibility.
- To oversee exam entries in liaison with the Principal and other members of the education team.
- To develop links with other schools and colleges as appropriate.
- To be responsible for the compilation of each young person's education timetable in liaison with the Head Teacher.
- Attend and actively contribute to staff meetings and represent the whole education team at meetings as appropriate,
- Share relevant information with colleagues to ensure that an overview of the education service is maintained.
- Lead/contribute to presentations relating to education where appropriate.

Assessment

- To carry out baseline and progress assessments of educational attainment, and set achievable targets for improvement.
- To monitor progress of young people through regular tracking of performance.
- To present written assessments of individual referrals as required.
- To liaise with previous educational establishments and LEA's especially for those young people with a Statements of Educational Need.

- Write and implement Individual Education Plans for each young person in liaison with the education team.
- To deliver lessons creatively, using the whole site and not restricting learning to the classroom.
- Build relationships with all young people, which encourage their interest and participation in education.
- Assess and manage risk effectively in education and community settings.
- To facilitate effective communication and record keeping of young people's progress.
- Write and present education reports.
- To work collaboratively with all members of the multi disciplinary team and share information with team members in informal and formal situations.
- Report relevant aspects of the young person's educational performance and behaviour outcomes' to appropriate multi-disciplinary team members and outside agencies.

Training and professional development

- To attend mandatory and other required training.
- To identify purposeful educational training needs that will benefit personal professional development, other colleagues and/or young people.
- To maintain high professional standards at all times in terms of personal behaviour and carrying out duties as an educationalist.
- To reflect on and evaluate your own performance and the performance of the team.
- Participate in supervision/training groups.
- Demonstrate evidence of professional development through participation in internal and external training opportunities, personal study and practical experience.
- Apply specialist knowledge and skills in order to demonstrate professional proficiency.

NOTE

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

**PERSON SPECIFICATION
Maths/science Teacher
Hillcrest Slinfold School**

Category	Essential	Desirable	Method of Assessment
Education/Qualifications			
Qualified teacher status.	√		Application Form
Knowledge & Experience			
Knowledge of current education in terms of practice and process.	√		Interview/Application Form
Knowledge of the National Curriculum and 14-19, progression through academic and vocational routes.	√		Interview/Application Form
Knowledge of online learning opportunities.	√		Interview/Application Form
Awareness of effective teaching and learning styles and assessment.	√		Interview/Application Form
Awareness of planning programmes of study for a range of subject areas.	√		Interview/Application Form
Experience of working with young people and/or young adults with EBD.	√		Interview/Application Form
Knowledge of BTEC courses.	√		Interview/Application Form
Skills & Abilities			
Ability to work under minimal supervision.	√		Interview/Application Form
Ability to build and maintain effective working relationships.	√		Interview/Application Form
Ability to organise, maintain and develop the Maths/science faculty.	√		Interview Form/Application Form
Ability to reflect and critically appraise own performance.	√		Interview/Application Form
Ability to maintain accurate record keeping systems.	√		Interview/Application Form
Effective team working.	√		Interview/Application Form
Effective IT skills.	√		Interview/Application Form

The desire to work with a challenging client group and empower them to succeed.	√		Interview/Application Form
Flexibility	√		Interview/Application Form
Effective communication and presentation skills.	√		Interview/Application Form
Commitment to client centred non-discriminatory practice.	√		Interview/Application Form
Ability to demonstrate an awareness of equality issues and commitment to the aims and objectives of the school policies for student care and education.	√		Interview/Application Form
Able to deal fairly and equally with colleagues and young people.	√		Interview/Application Form
To promote a positive outlook in preparing the young people for adulthood and the world or work.	√		Interview/Application Form