**JOB DESCRIPTION**

**JOB TITLE REPORTS TO**

Trainee – School Teacher – **Post Graduate APPRENTICESHIP Route** Head of School

**1. JOB PURPOSE**

The David Lewis School provides day and residential specialist education for children and young people young people aged 11-19 who have Autism, epilepsy, and complex neurological conditions, learning difficulties and varying degrees of challenging behaviour.

The schools work is divided into a number of learning pathways. The post holder will be required to work across all of the pathways. There is a very strong emphasis on a holistic multi-sensory curriculum to develop communication, self-advocacy and choice and improve independence and skills for life.

**2. PRINCIPLE ACCOUNTABILITIES**

2.1 To undertake training to be a qualified teacher in a timely manner – Work towards PG Teacher Apprenticeship, followed by QTS.

2.2 To deliver teaching and learning within a range of environments and to develop the curriculum area.

2.3 In this role staff are responsible for a group of students which includes setting targets and monitoring progress and achievement. The teacher will work closely with the leadership team and Pathway Coordinators to look after all aspects of the students support and welfare.

2.4 To liaise closely with key professionals to maintain a holistic and consistent approach to the student support.

2.5 To develop and monitor the targets within Individual learning plans ensuring targets are identified and monitored for all aspects of the students programme. This will require liaison with the key workers.

2.6 To gather information on individual achievements and accurately and consistently record on Evidence for Learning (EFL) software.

2.7 To ensure that all students receive their individual learning support entitlement and their programme of study is in accordance with their funding agreement.

2.8 To be involved within the school team, supporting collaborative events. To work flexibly attending value added events such as the Student Ball and end of year celebrations.

2.9 To complete all documentation required for teaching and other records including formative and summative assessment records to a high standard.

2.10 To ensure that all teaching materials used and prepared are inclusive and non- discriminatory and make full use of opportunities to promote cultural awareness.

2.11 To promote skills for life, total communication and behaviour and therapy support strategies across all activities.

2.12 To participate fully in the school system of observation of teaching and learning including sharing of good practice.

2.13 To contribute fully to all other aspects of the schools quality assurance measures.

2.14 To assist with the preparation of the Self-Assessment report for the college.

2.15 To ensure progress in students’ progress in curriculum area is disseminated to relevant parties and informs tutorial and review process.

2.16 To prepare and present reports for reviews/meetings and quality assurance process.

2.17 To compile termly and annual reports for parents.

2.18 To maintain registers and records as required.

2.19 To contribute to the development of high quality resources.

2.20 To contribute to pre entry assessment, baseline and on programme assessments.

2.21 The tutor will be expected to work such hours as are reasonably necessary for the proper performance of duties and responsibilities, including preparation for lessons.

2.22 To be involved in functions and events which are integral to School such as parent support groups, meetings, open days, Christmas and end of term parties, summer fair and other events.

2.23 To promote and support awareness of equal opportunities and to ensure that bullying, harassment and intimidation are not tolerated.

2.24 In accordance with David Lewis policies, be familiar with and regularly refresh knowledge of the Aspects and Indicators of Abuse in relation to the protection and safeguarding of children/young people and vulnerable adults and to report all concerns, suspicions, allegations and incidents to the Lead Person without delay.

2.25 To ensure that all health and safety responsibilities are discharged to protect the health and safety of self, employees and comply with best practice and legal requirements.

2.26 To assist with any other Ad Hoc duties required as and when the business may require them.

**3. PERFORMANCE MEASURES**

* Commitment to Teaching Apprenticeship
* Excellent achievement for students through accredited and non-accredited learning
* Excellent attendance and retention of students
* Positive learner feedback
* Good observation grade
* Evidence of delivering effective learning
* Effective deployment of resources
* Good knowledge of systems for assessing /recording achievement
* Good demonstration of innovative curriculum design
* Good community and internal links with partners

1. **KEY COMPETENCIES**
   * Good organisational and time management skills
   * Consistently delivers good teaching and learning sessions
   * Application of subject knowledge to develop a curriculum area
   * Excellent communicator
   * Working in a multi-disciplinary team
   * Able to work independently and as part of a team
   * Commitment to a total Communications Approach
   * Flexible and ability to problem solve

**5.** **KNOWLEDGE, SKILLS AND EXPERIENCE**

1. A bachelor’s degree, or equivalent with a 2:2 or above - (ESSENTIAL)
2. achieved a standard equivalent to a grade 4 in the GCSE examinations in English and mathematics - (ESSENTIAL)
3. Must have held residency in the UK for the last three years (ESSENTIAL)
4. Extensive understanding of working successfully and inclusively with students with a wide range of learning difficulties present in our school environment. (ESSENTIAL)
5. Experience of students needs for those with severe learning difficulties. (ESSENTIAL)

**Disclosure and Barring Service (DBS) Checks**: This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. The level of check which will apply shall be an “Enhanced” level check. Information about this disclosure can be found at [www.gov.uk](http://www.gov.uk).

To prevent abuse and implement good practice David Lewis ensures that recruitment practices are robust and rigorous and that all staff employed have up to date and acceptable references, a full and complete employment history, an Enhanced DBS check and a check of the DBS barred lists.