

Full job description

Responsibilities

The responsibilities outlined in this job description may be modified by the

Director or Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Planning and delivering the curriculum

- Plan creative, inspiring and innovative lessons which meet the individual needs of our students. Plan differentiation within activities so that all students are able to develop and be able to think 'outside of the box'.
- Be able to deliver a range of courses and qualifications including arts award and vocational Level 2 and 3 qualifications.
- Be able to include a variety of other mediums in your lessons such as photography, digital art and textiles.
- Plan for the progression of students learning within and between activities.
- Set clear targets based on prior attainments for students' learning.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Monitor, assess and report to parents and carers on a regular basis on children's progress.
- Write annual reports and complete half-termly grade cards.
- Attend Parents' Evening
- Contribute to the wider school community through the Enrichment Programme
- Follow the In Toto Ed's child protection policies and procedures.

Administration

- Mark attendance registers accurately and in a timely fashion.
- Read and comply with all the policy documents.
- Organise the classroom environment including the use and storage of books, equipment and other teaching materials within the classroom.
- Good time-keeping to ensure that all the students are prepared and ready to start all lessons.
- Supervise the work of Support Workers / Teaching Assistants including helping them to plan work, gather evidence and write observations.
- Establish appropriate links with the local community including industry to prepare students for the opportunities, responsibilities and experiences of adult life and learning and support any current project work.
- Contribute in the planning and organisation of trips
- Play a part in the whole In Toto Ed team.
- Take responsibility for one subject area of the curriculum, keeping up to date with developments, attending seminars as required and briefing teaching staff at staff meetings.
- Safeguard the health and safety of yourself and others in accordance with the In Toto Ed's Health and Safety Policy.
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the In Toto Ed as a whole.

- Promote equal opportunities within the In Toto Ed and seek to ensure the implementation of the In Toto Ed's equal opportunities policy.
- Organise the induction of students, including a programme of visits for parents and students to In Toto Ed.
- Undertake pastoral and administrative duties and general responsibilities as agreed with the Head of School and Director.
- Participate in the performance management system for the appraisal of your own performance, or that of other teachers/support staff.
- Help to maintain a tidy, organised and welcoming environment throughout In Toto Ed.
- Lead on ensuring your classroom space allows for creativity and opportunity for student work to be displayed.

Department

- Carry out any reasonable subject-related duties assigned to them
- Attend department meetings and moderation meetings
- Contribute to the Department's devising and writing of new subject materials when required.
- Endeavour to follow closely, the guidance and Schemes of Work provided.
- Where necessary write schemes of work and develop resources.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- Be prepared to undertake the pastoral role of a form tutor.
- Manage student behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour.
- Offer a nurturing classroom environment that allows students to feel comfortable and able to express themselves.
- Work as a key worker to some students and offer regular pastoral support and 'check-ins' with them.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of School, punctually and efficiently.
- Attend staff meetings, parents' evenings, Inset sessions and similar important functions both in and out of normal school hours
- Notify their Head of School as early as possible if they are going to be absent from School and set appropriate work.
- Take part in the School's performance management scheme and appraisal

HEALTH AND SAFETY:

- To work with the Director of HR, Safeguarding and Compliance to ensure each department has suitable risk assessments to ensure the safe delivery of practical work.

CAREER AND PROFESSIONAL EXPERTISE DEVELOPMENT:

- To pursue personal and professional development opportunities to meet the changing demands of the role.
- To engage in cross-school events and strategies in order to foster greater awareness of whole school strategic planning.

DEPARTMENT:

- Carry out any reasonable subject-related duties assigned to them.
- Lead department meetings and moderation meetings
- Contribute to the Department's devising and writing of new subject materials when required.
- Endeavour to follow closely, the guidance and Schemes of Work provided.
- Where necessary write schemes of work and develop resources.

OTHER DUTIES:

- To organise and encourage appropriate school trips/visits/fieldwork linked to the curriculum area and to foster and promote links with other schools locally, nationally, and internationally.
- To encourage and enable the visits of professionals relevant to the curriculum area to the school.
- To carry out a share of supervisory duties.
- To participate in the school performance management arrangements as appropriate.
- To adhere to published school policies and procedures.
- To attend regular meetings with the allocated line manager.

PASTORAL:

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- Be prepared to undertake the pastoral role of a form tutor.
- Manage student behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour.

SAFEGUARDING:

The postholder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training. Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with.

This is an excellent opportunity to join a vibrant and inclusive school community that is dedicated to supporting young people with complex needs. As part of the In Toto Ed team, you will have access to a range of benefits, including:

There are considerable additional benefits that are available to staff as an In Toto Ed employee. The main benefits are listed below:

- Unlimited access to an award winning CPD platform
- Term time only (39 weeks including 5 inset days) Fully funded Level 3 Paediatric First Aid Qualification for all staff
- Fully funded enhanced DBS
- Accredited support through QTLS
- Training grants for qualifications, including NPQ, NPQSL and NASENCO
- Access to extensive professional development opportunities
- Cycle to work scheme
- Free onsite parking
- Health Assured EAP programme which includes varied types of counselling, 24/7, 365 confidential helpline, mental health crisis phone support
- Access to my healthy advantage app which includes: wellness plans, rewards including discounts with a variety of retailers including travel agents and gyms
- Bonus for staff with 100% attendance to work (per academic year)
- Small class groups
- Employee recognition and service awards
- Casual Dress Code Company pension
- Free Specsavers eye test
- Work Laptop or MacBook provided
- Free tea and coffee
- Bonus for referring a friend to In Toto Ed
- See our recruitment pack by following the link below:

If you are passionate about making a difference and are looking for a rewarding and challenging role, we encourage you to apply for this position. Please follow the link below to access our recruitment pack and submit your application.

https://www.in-toto-ed.com/_files/ugd/62ad35_c99f15f763fd4a3cacc495c3ce6ab9b6.pdf

Job Types: Part-time, Permanent

Pay: £38,768.00-£50,291.00 per year

Benefits:

- Free parking
- On-site parking

Experience:

- Teaching: 1 year (required)

Licence/Certification:

- QTS (required)

Work Location: In person

Expected start date: 18/11/2024