

JOB DESCRIPTION

Job Title:	Teacher in Alternative Provision	Reporting to:	Manager of Alternative Provision
Pay:	According to teacher pay scale	Contract type:	0.4 p/t
Location:	Brighton Youth Centre/ Manor Gym, Brighton	Days and hours of work:	Negotiable
Document created:	May 2020	Ref number	AP/CSL (schools)

Purpose of the Role:

The Russell Martin Foundation is looking to appoint an enthusiastic and self-driven teacher, to deliver the core subjects to KS3 pupils on our 'Extra Time Project'.

The Extra Time Project (ETP) was set up in September 2019, funded by Brighton & Hove secondary schools and Brighton & Hove Council. We work with a cohort of up to 14 students at any one time, for a full term, with success in developing attendance, academic progression and social & emotional well-being. The successful applicant will be comfortable in delivering the core subjects to different ability KS3 students. In addition, he/she will be able to create his/her own schemes of work, with help from the partner schools.

This role would be ideal for someone who is currently in teaching and would be keen to;

- for part-time secondment whilst still working their current school
- work with students with a range of abilities
- make an impact on selected pupils who are under-achieving
- work with RMF staff to develop other similar centres across Sussex

Key Responsibilities (but not limited to):

Support for the Pupils

- Supervise and provide particular support for pupils, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teachers

Support for Colleagues

- Create and maintain a purposeful, orderly, and supportive environment in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teachers, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Help to establish constructive relationships with partner schools and parents / carers
- Administer routine tests and undertake routine marking of pupils' work
- Provide clerical / administrative support, for example photocopying, typing, filing, money, administer coursework etc

Support for the Curriculum

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years, recording achievement and progress and feeding back to the teachers
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain, and use equipment / resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the provision

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the provision
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after normal curriculum hours and at lunchtime

- Accompany teaching staff and pupils on visits, trips and out of the centre activities as required and take responsibility for a group under the supervision of the teacher

Person Specification		
Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Educated to degree level • Qualified Teacher Status • Previous experience of working in a classroom environment. 	<ul style="list-style-type: none"> • Previous work experience in a sporting environment in any capacity, e.g. after-school club or sports club. • First Aid training (ideally paediatric) • Previous experience of working in a pastoral/SEMH environment. • Understanding of relevant policies/code of practice and awareness of relevant legislation • Good knowledge of safeguarding.
Skills, ability & knowledge	<ul style="list-style-type: none"> • The ability to work effectively with others as a competent team member. • Computer literacy/word processing/video/photocopier skills. • Ability to understand RMF roles and responsibilities. • Good time management skills. • Ability to relate well to children and adults. • Be enthusiastic when delivering sessions to children. • Excellent Interpersonal skills. • Good communication, team working and organisational skills. • Good levels of numeracy and literacy. • Knowledge of health & safety • Able to take instructions and willing to learn. • Able to work on your own or as part of a team. 	<ul style="list-style-type: none"> • Preferably an interest in sport • Preferably experience in SEN • Understanding of ADHD, ASD, EDB, SEMH, MLD