



JOB DESCRIPTION

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| Job Title | Teacher (Bank Worker) |
| Responsible To | T&L Officer (offsite) or Head of Centre (onsite) |

Summary of the role: This casual contract role is responsible for delivering education to a small group of students or individual student using creative approaches to help them reach their academic potential. The students are referred to us for a variety of reasons which mean they are not able to access mainstream education. Reasons for this include students with SEN, medical needs or those that have been permanently excluded. Some assignments will have an end date but most will be for an indeterminate amount of time. This role may also be used to work on short term notice as a cover teacher if applicable.

Responsibilities:

1. Read the supplied background history of a newly assigned student taking particular note of their needs. Onsite this will include all the other students at the centre.
2. Attend an initial meeting and attempt to engage with the student making them feel comfortable in your presence.
3. Write a risk assessment for the student reflecting their history and what you have learnt from them at the initial meeting. Visit any spaces where the education is due to take place and consider those environments within the risk assessment.
4. Discuss with the Curriculum & Pathways Officer or Head of Centre the Individual Education Plan (IEP) and ensure you understand what curriculum you should be studying with the student.
5. Prepare detailed, interesting and relevant lesson plans and schemes of work for the agreed curriculums. Tailor these to meet each student or class' needs. These need to be available if requested.
6. Teach specific programmes of study and where appropriate deliver qualifications (e.g. Entry level, Functional Skills, GCSE and Unit awards).

7. Sign in and fully utilise the Lesson Tracker app. This includes checking in, recording the students' attendance, checking out, scoring progress and engagement, writing a session report and submitting for every session you are timetabled for.
8. Educate students in accordance with the school's ethos of learning through creativity.
9. Improve students' skills in literacy and/or numeracy and build their confidence through creative and academic learning.
10. Develop and create new interesting resources for delivering lessons.
11. Keep in daily contact with the Education Support Officers or Head of Centre through e-mail, text and/or conversation regarding a student's presence and progress.
12. Arrive on time to offsite/onsite sessions at the agreed location or to a centre for the expected time.
13. Be well presented and polite during work time especially when meeting students, parents, staff and professionals.
14. Meet with professionals connected to your student(s) and attend educational reviews to discuss the progress of students if the need arises (paid at meeting rate if outside of teaching hours).
15. Approve weekly timesheets in a timely fashion.
16. To communicate any concerns regarding students to the education team through emails, phone calls or in person.
17. To conduct individual student risk assessments including assessing the environment for learning and for any planned trips.
18. To conduct baseline assessments and ongoing literacy and/or numeracy tests, in line with the national curriculum, to help assess the students' development.
19. To read and follow the assigned students' individual education plan (IEP).
20. Attend all weekly TCW training sessions/meetings that fall during the period that you are working on an assignment (paid at training rate).
21. Write detailed half-termly/end of programme reports and any other interim reports as required.
22. Prepare for and be supportive of lesson observations.
23. Liaise with the Teaching and Learning team if you require additional support.
24. To work in line with the TCW staff criteria in Teaching and Learning, Professionalism and Creativity.
25. Attend termly appraisal sessions with your line manager - these are likely to take place after school (paid at meeting rate if outside of teaching hours).
26. Report to the Designated Safeguarding Lead any safeguarding concerns that arise and follow any actions set.
27. Lead and contribute to staff training as required.

Offsite

1. Each assignment may require you to teach sessions of 2.5/3 hours per day to an individual student or to a small class.

Onsite

1. Teachers working onsite are usually required to be full-time for the length of the assignment.

2. To teach a minimum of 10 individual sessions per week as directed by the Head of Centre.
3. To support an assigned student through lessons throughout the week and differentiate sessions to meet their needs where necessary.
4. To monitor students during their breaks as directed by the Head of Centre.

Person Specification

Essential

- Qualifications: GCSE in Maths/English/Science at C or above. A-level or above. Degree or Equivalent.
- Experience in school setting.
- An experienced teacher.
- Knowledge of how to deliver English, Maths or Science to a variety of age groups.
- Share a vision to inspire, motivate and support students, staff and parent/carers.
- Accuracy and high levels of attention to detail.
- Ability to work alone and with initiative
- Excellent organisational and planning skills and ability to multi-task.
- Adaptable and flexible approach to work.
- Willing to embrace change and challenge processes to improve efficiency.
- Able to manage workloads and priorities and work under pressure.
- A team player who is able to develop effective relationships with the team and work in partnership with others.
- Excellent written and verbal communications skills.
- Good administration skills
- Good knowledge of Microsoft Office packages, Gmail, Google Drive, etc.
- Good numeracy and written English
- Personable, professional and courteous in manner
- An enthusiastic, positive and proactive attitude to work
- Able to manage stressful environments
- Able to be discreet and loyal
- Able to handle confidential material
- Good people management skills with the ability and knowledge to motivate and develop a team.

Desirable

- Knowledge of SEN/behavioural students.
- A knowledge of safeguarding matters
- Experience of working in a creative environment
- Experience of working in a charity

The job description is not an exhaustive list and there may be times when the Chief Executive Officer or Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedure of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

Extra information:

The school day falls between the hours of 09.00-16.00 with some after school assignments available on occasion. Planning, preparation, reports, and admin take place outside of these contracted hours,

but are included in your hourly rate. TCW reserve the right to hold meetings and performances after these hours, which you would be expected to attend, these would be paid at your training rate. Any paid meetings must be agreed in advance of them taking place so they can be accurately recorded on the lesson tracker. Social events will also take place in the evenings which are good for building community and celebrating the school's work.

Weekly training sessions/meetings are compulsory while working on an assignment. They are also paid at the bank worker training rate. These are currently scheduled to take place on Thursdays during term time from 4:30-6pm. Whole school meetings will also be held within this time slot, however there may be certain external trainings that require a later finish. In this instance you will be given at least a month's notice. Additional events may take place outside of these hours most notably the annual TCW showcase, which finishes at 8.00pm. Dates are provided at the beginning of every new academic year.

Casual teaching staff will be directly line managed by a T&L Officer (offsite) or a Head of Centre (onsite) with performance reviews happening at least once a term. One hour at your training rate will be paid for appraisals outside of your usual hours.

It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All bank workers will be required to meet TCW's criteria for teaching and learning, professional and creative standards. Those who do not meet TCW's standards will be offered guidance and support to try and improve. TCW will not be able to continue to offer assignments for those workers who do not managed to improve their performance.