



JOB DESCRIPTION

Job Title:	TCW Teacher with Onsite Animal Care & Land-based Studies Responsibilities
Hours:	Part-time- (1 day) - 9.00 - 5.00. <i>(Option of having full time as TCW can provide other subjects for you to teach).</i>
Location:	Farm and/or Attlee Centre
Salary:	From £22,775 pro rota

Summary of the role:

All TCW teachers are responsible for delivering education to small groups of students or individual students 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.

The Complete Works School is looking for enthusiastic and committed teachers with different specialisms to join our outstanding team. The appointed candidate will be well supported by excellent induction/training programmes and an extensive bank of resources and schemes of work.

This role has a specific responsibility of delivering Animal Care and Land-based studies to students in small groups based in one of our centres. Working with students of all ages and abilities, it is a unique and exciting opportunity for an experienced teacher who is able to deliver a range of Animal Science-based degree programmes.

The Complete Works is an Equal Opportunities Employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Enhanced Disclosure, Barring Service (DBS) check and two professional references.

TCW Teacher Responsibilities:

1. Teach up to 12 hours per week to individual students or small classes
2. Read the supplied background history of any assigned student taking particular note of their needs
3. Attend an initial meeting for new students where possible and attempt to engage with the student making them feel comfortable in your presence
4. Write an individual 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. Write further risk assessments for any trips or activities
5. Read, and where necessary discuss with the Curriculum & Pathways Officer, the Individual Education Plan (IEP) and ensure you understand and follow the agreed curriculum for the student
6. 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
7. Teach specific programmes of study and where appropriate deliver qualifications (e.g. Entry level, Functional Skills, GCSE and Unit awards)
8. Ensure assigned students are entered for the agreed qualifications and exams for the subjects you deliver in a timely manner with the exams officer
9. Oversee the administration and marking of evidence submitted for qualifications you teach
10. Sign in and fully utilise the Lesson Tracker app as directed. This includes checking in, recording the students' attendance, checking out, scoring progress and engagement, writing a session report and submitting for every session and student you are timetabled for
11. Approve weekly timesheets at the end of each week as directed by the finance team.
12. Educate students in accordance with the school's ethos of learning through creativity
13. Mark, assess, track and document your students' progress in line with school policy
14. Improve students' skills in literacy and/or numeracy and build their confidence through creative and academic learning
15. Develop and create new interesting resources for delivering lessons
16. Liaise with the subject leads for any course and qualifications that you deliver
17. Instruct and guide any teaching assistants that work in the classroom with you
18. Keep in regular contact with the education team through e-mail, text and/or conversation regarding a student's education and welfare
19. Arrive in time to start sessions at the agreed time and location. Report any issue immediately to the education team and students/their families
20. Transfer between working offsite and onsite as required by the education team
21. Be prepared to cover other teachers' sessions as required
22. Be well presented and polite during work time, especially when meeting students, parents, staff and professionals
23. Meet with professionals connected to your student(s) and attend educational reviews to discuss the progress and needs of students as required
24. In charge of pastoral care of your students and providing day-to-day discipline sanctions and rewards
25. Be responsible for your own expenses, including completing expense forms in a timely manner
26. Report to the Designated Safeguarding Lead any safeguarding concerns that arise, record them on MyConcern and follow any tasks set in a timely manner
27. Communicate any other concerns regarding students to the education team through emails, phone calls or in person in a timely manner
28. Keep an open dialogue each day with the teachers, learning support and/or TAs onsite, as to the progress of the students. Ensure these are in line with the relevant progress tracking sheets and that any deadlines are met.

29. Conduct baseline and half-termly assessments, in line with the school policy, to help track the students' progress
30. Write detailed half-termly/end of assignment reports and any other interim reports using good English and following all requested deadlines
31. Prepare for and be supportive of lesson observations
32. Liaise with the Teaching and Learning team if you require additional support
33. Work in line with the TCW Teacher Standards in Teaching and Learning, Professionalism and Creativity
34. Attend termly appraisal/observation feedback sessions, these are likely to take place after school
35. Lead, contribute or attend all weekly TCW training sessions/meetings as required including completing tasks and providing evidence of understanding to be put forward for certification of completion
36. Be prepared to transfer between working offsite and onsite as required by the Education team.
37. Model outstanding practice as a teacher for other staff in the school.
38. Adhere to the health and safety standards in the centres and report concerns to the Health and Safety Officer and Onsite Leader where appropriate.
39. Supervise and guide students through break and lunchtimes.

Onsite 1:1/small groups Animal Care/Land-based Studies Responsibilities:

1. Deliver 1:1/small groups Animal Care & Land-based Study lessons to up to 20 assigned students
2. Liaise with and support offsite teachers working with your assigned students and oversee their further delivery of the Animal Care & Land-based Studies curriculum to your students
3. Oversee your assigned students' Animal Care & Land-based Studies progress

Person Specification:

Essential

- Qualifications: An honours degree or equivalent professional qualification (subject-specific where required)
- Relevant professional experience working with young people in an educational setting is also acceptable as well as experience working as a teacher in Animal Care & Land-based Studies
- It is essential that you have attained an A-Level or equivalent qualification in a Maths based subject at grade A-C
- Significant experience working in the sector -(knowledge and experience of key areas such as animal health, handling, behaviour housing and welfare).
- Taught to Level 3 in relevant/related subject area.
- Experience in conducting risk assessments specific to working with animals.
- Appropriate knowledge and industry experience to be able to teach, assess and moderate the course content.
- You will need an understanding of the 5 needs of animals and how animal accommodation can meet these needs.
- Knowledge of the handling techniques used to restrain and transport animals.
- An understanding of plant propagation is also required.
- Experience in conducting risk assessments specific to working with animals.
- Confidence with moderating student work against assessment criteria and supporting other teachers when they have made inaccurate assessment decisions.
- Occupational experience of working with animals. An understanding of the transferable skills within the industry and progression routes available to young people.
- Experience in working with and engaging young people
- Experience in teaching and delivering high-quality lessons

- A charismatic trainer able to engage staff
- Strong people management skills with the ability and knowledge to motivate, train, develop, appraise and manage a team
- A knowledge of:
 - The current curriculum for all Key Stages
 - Working with children with SEN/behavioural needs
 - Different teaching practices
 - Pedagogy
 - Safeguarding
- 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 prioritise efficiently when needed
- A team player who is able to develop effective relationships with the team and work in partnership with others
- Excellent numeracy, written English and verbal communications skills
- Strong administration skills
- Good I.T. knowledge of using Microsoft Office packages, Gmail, Google Drive, etc
- Excellent telephone manner
- Personable, professional and courteous in manner
- A friendly, positive and proactive attitude to work
- Able to manage stressful environments
- Able to be discreet and loyal
- Able to handle confidential material professionally

Desirable

- Experience of working in a creative environment
- Creative background
- 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 procedures 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:

This is a salaried part-time position. This role is only expected to work in the office during term time with the exception of an additional 10 specified, out-of-term, office days (dates TBC in advance of the commencement of the school year or upon request - pro-rotas). Official leave is 20 days per annum (to be taken out of school time – pro rota) plus bank holidays, however, the rest of the school holidays staff are only expected to work from home to the degree required to meet their duties though should be contactable as required. This role may also be entitled to up to 5 days unpaid term-time leave per annum (pro rota), to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 09.00-17.00 with a 30-minute lunch break weekdays with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserve the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Tuesday and Thursday training sessions, which finish at 6.00pm, the TCW showcase and the Student Awards event, which finish at 8.00pm. Dates are provided at the beginning of every new academic year.

An assigned line manager will conduct performance reviews at least once a term. 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 teachers and members of management will be required to meet the Ofsted criteria of good and always aim for outstanding as depicted in the Ofsted guidelines. Staff will be required to attend extra, unpaid training if they do not meet the criteria for good.