Trinity Academy Newcastle Multi Academy Trust Teaching Posts without TLRs

# Job Description

**Post Title:** Employer Engagement and Alternative Provision Teacher

**Payscale:** Main / Upper Pay Spine plus e.g. 1st SEN Allowance

**Responsible to:** Head of School, Deputy Head

**Responsible for:** Not applicable

**Job Purpose:**

To be accountable for educational progress of learners in a designated group by effective teaching and learning and contribute to their monitoring and development.

To source & establish links with local employers that result in placement opportunities for learners

To provide support and guidance to learners undertaking employer experience opportunities and to the employers to enable them to successfully support learners on placement.

To coordinate, review and inspect alternative providers

**Main responsibilities:**

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

**General**

To carry out the professional duties of a Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

**Generic Responsibilities**

Establish a purposeful and safe learning environment and manage learners’ behaviour constructively by establishing and maintaining a clear and positive framework for discipline and a supportive culture in line with the school behaviour policy.

Contribute to the monitoring and development of employer engagement and alternative providers to ensure suitable opportunities are provided for learner aspirations to be met.

Plan effectively in the short, medium- and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and the differentiated needs of learners are met. Plan and prepare homework and other out of class work.

Be aware of and apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved. Deliver lessons to groups of learners or classes. Demonstrate the positive values, attitudes and behaviour expected from learners.

Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners’ achievements. Provide timely, accurate and constructively feedback on learners’ attainment, progress and areas of development.

Demonstrate ongoing development and application of teaching practice, expertise and subject, specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher’s assigned classes or groups of learners.

Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.

Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school aims.

Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.

Work effectively with / be aware of and assist integrated processes, such as Common Assessment Framework and local opportunities which support ECM and NCYPP aims for children, young people and their families

Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

Generate links with local employers that result in placement opportunities for learners.

Be the point of contact, advice, information and support for employers, enabling and supporting them to be able to offer placement opportunities.

Assessment of individual learners to match them to appropriate placements.

Support learners in preparing for an employer placement. This will include ensuring that they have the appropriate skills and attitude to gain maximum benefit from the placement and ensuring that they have the clothing and equipment necessary for each placement.

Organise and attend placement visits to monitor the progress of learners, agree and set

SMART targets and deal effectively with any issues/concerns that arise.

Conduct assessments of learners’ skills in the workplace.

Liaise with employers to ensure that the work practice undertaken by each learner contributes to their overall programme needs.

Conduct initial interviews and inductions with learners.

Contribute to the development of employability skills, both to individuals and groups of learners. This will include providing support with CV writing, job applications and interview techniques.

Ensure a safe working environment for learners accessing off-site provision or work placement. Record and monitor information about off-site provisions or work placements to ensure health and safety information remains relevant and up to date.

Quality assurance of all Off Site and/or Alternative Provision accessed by pupils; to ensure the effectiveness of the provision to meet the needs of pupils.

In addition, Upper Pay Spine teachers are expected to:

Make significant contributions to implementing workplace policies and practice and to promote their implementation.

Give advice on the development and well being of children and young people, if required,

Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

As an employee of Trinity Academy Newcastle Multi Academy Trust, you may be required to work at any organisation within the Trust

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