

MANCHESTER YOUNG LIVES

JOB DESCRIPTION

Job Title	Teacher (Secondary)
Salary	£23,574 - £28,786 (depending on experience)
Reporting to	Curriculum Lead
Main Contacts	Young people, parents/carers, mentoring staff, staff at local schools and related agencies, other centre and MYL central office staff.

Place in organisation

To work as part of a team providing a structured education and personal support and development programme to young people between the ages of 11 and 16 who are not attending mainstream educational provision and who need help to overcome difficulties that are getting in the way of their learning.

Main Purpose of the job

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Deputy Principal.

MAIN TASKS & RESPONSIBILITIES

1. To work as part of a team with the Deputy Principal carrying out a full range of duties. Working across all Manchester Young Lives School locations, delivering provision for pupils at risk of/or permanently excluded from mainstream school.
2. To work as part of a team, carrying out the full range of contractual duties. To carry out activities to support the smooth running of the education centres as directed by the Centre Managers.
3. To organise, plan, prepare and evaluate opportunities for learning appropriate to the needs of pupils, in co-operation with colleagues.
4. To teach across a broad curriculum that emphasises the development of functional skills in literacy, numeracy and ICT, plus emotional and social intelligences.
5. Prepare pupils for qualifications including external examinations. Take responsibility for administration and invigilation as required. Current exams include: GCSE, and other vocational courses & functional skills.
6. To take responsibility for researching new topic areas, maintaining up-to-date subject knowledge and devising new curriculum materials.
7. To supervise and support the work of the support staff to ensure effective practice within the classroom
8. To select and make appropriate use of textbooks, ICT and other resources for learning.

9. To mark work, giving appropriate feedback and maintain records of pupils' progress and development.
10. To build and foster good relationships with pupils, colleagues, staff, parents/carers, partner schools & agencies and the wider community attending and contributing to case conferences/review meetings as necessary.
11. To undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties.
12. To maintain good discipline within the positive framework of the behaviour and discipline policy.
13. To encourage and support the inclusivity of pupils.
14. To positively promote personal development of the pupils in line with the policies and procedures of the school.
15. To value pupil's work by displaying it effectively and appropriately to create an attractive, stimulating learning environment.
16. To liaise and work closely with parents/carers on a daily basis maintaining regular contact and sharing information to support pupils' learning.
17. To take part in organisational rotas relating to the smooth & efficient day to day running of the each centre (e.g. organising appropriate equipment and the learning environment, break time and lunchtime duties).
18. To take responsibility for own professional development, keeping up to date with relevant developments in teaching & learning and participating fully in continuous professional development.
19. To participate in meetings, parents' evenings and school training events as required.
20. To participate in and organise extracurricular activities, such as outings, sport and homework clubs.
21. To participate fully in the agreed Performance Management procedures.
22. To comply with the Manchester Young Lives policy requirements in relation to equal opportunities and to ensure the implementation and development (where appropriate) of non-discriminatory practices in all aspects of work and service provision.
23. To co-operate with all Manchester Young Lives staff in maintaining good relations with outside bodies and the general public in order to uphold the organisation's image.
24. To promote a positive image of MYL school and the wider work of the organisation.
25. To ensure that your conduct within and outside of the school does not conflict with the professional expectations of the organisation
26. Carry out any other duties as are within the scope and purpose of the post as directed

Manchester Young Lives is committed to safeguarding and promoting the welfare of children and young people. The highest priority is given to following guidance and regulations to safeguard children and young people.
The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

MANCHESTER YOUNG LIVES
PERSON SPECIFICATION – Teacher (Secondary)
QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES
Method of Assessment: Application Form (A), Interview (I), Lesson Observation (LO)

QUALIFICATIONS	Method of Assessment
Degree in a relevant subject area	A
Qualified Teacher Status (Desirable but not essential)	A
EXPERIENCE	
Relevant teaching/training experience of KS3/4 curriculum	A/I
An understanding of a range of SEN especially pupils who present SEBD	A
Proven effectiveness in employing a range of teaching strategies, especially to challenging pupils	A/LO/I
Knowledge of approaches to target setting and use of data to monitor and improve progress of learners	A/I
Subject expertise in at least one curriculum area and willingness to teach other areas of the curriculum.	A/LO/I
Willingness to contribute to extra-curricular activities	A
Good practical working knowledge of ICT and its applications in the school context	A
KNOWLEDGE, SKILLS & ABILITIES	
Good working knowledge and understanding of child development and learning processes, in particular the barriers of learning faced by young people at risk of permanent exclusion from mainstream education	A/I
Outstanding communication skills	A/LO/I
Effective team working	A/I
To promote inclusive learning	LO
A high level of commitment to the development of this provision	A/I
Ability to work under pressure	A/LO/I
Commitment to raising the achievements of pupils with SEN/SEBD	A/I
Ability to form and develop positive working relationships with staff, pupils, parents, other agencies and the community	A/LO/I
Ability to plan and organise effectively	A/LO
Flexibility and adaptability	A/I
A creative approach to teaching and curriculum planning	LO/I
Providing learning opportunities to meet group and individual needs	LO/I
Excellent behaviour/classroom management	LO/I

PERSONAL ATTRIBUTES

Candidates will need to demonstrate that they can draw upon the attributes possessed in the context of their role, including:

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	A/I
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Ability to constantly improve own practice & knowledge through self evaluation & learning through others	A/I
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The ability to work constructively as part of a team, to understand classroom responsibility and own position within these	A/LO
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Energy, vigour and perseverance	I
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Enthusiasm, adaptability and resilience	I
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Commitment, reliability, integrity & good judgment	A/I
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Be confident, positive & approachable	I
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WORK RELATED CIRCUMSTANCES

Work on different sites as required, use of own transport required	A/I
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A commitment to safeguarding and promoting the well being of young people	A
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To carry out such training, re-training and updating as may be necessary to fulfil the requirements of the post	I
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Willing to work on a break time/ lunchtime duties rota	I
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