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STOCKPORT
METROPOLITAN BOROUGH COUNCIL

Stockport Council Job Description

Post Title: Teacher (All on Teacher Scales, Qualified and Unqualified)

Service Area: Highfields College

Directorate: Services to People

Vacancy Number: /

Salary Grade: Dependent on Qualifications and Experience

Responsible to: Headteacher, Highfields College

Responsible for: None

Main Purpose of the Job:

- To carry out the professional duties of a school teacher.
- To prepare students who attend the Highfields College and attached services for their return to full time education or the transition into Post 16 opportunities.
- To act as key worker for a group of students
- To be a member of Highfields College
- To liaise with all those involved in supporting the student, including parents and carers, and other professionals.
- To establish positive working links between Highfields and the students mainstream schools.

This role will be carried out within the framework provided by relevant sections of the Teacher's Pay and Conditions document and policies of the Metropolitan Borough of Stockport and the HIP Governing Body. The person will have full regard to all statutory requirements as they apply to learners educated "otherwise".

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

1. To have day to day responsibility for the development, co-ordination and teaching of students within Highfields College
2. Ensuring effective student tracking occurs across the subject area(s) and that appropriate action is taken to remedy student under-performance; liaising with students, staff and parents as appropriate
3. Ensuring that stimulating teaching, at the right pace, is available for all abilities and that interesting resource-led problem solving methods are used where appropriate, to enable students of all abilities to achieve their own best performance
4. To plan, implement or support individual education programmes for students accessing the

Highfields PRU

5. To monitor the progress of allocated students and to maintain suitable records including reporting on student's progress.
6. To promote a teaching and learning environment which meets the student's needs
7. To assist in the implementation of a policy for the pastoral care of the students
8. To participate in training from the Highfields PRU
9. To support the aims/ethos of the Highfields PRU.
10. To demonstrate a commitment and assist in the development and promotion of Stockport Authority's Equal Opportunities Policy.
11. To promote the good conduct and behaviour of all students.
12. To support the development of relevant subject policy and schemes of work.
13. To attend the relevant local authority subject leader meetings
14. To promote effective relationships between the Service, the local community and outside agencies.
15. Forging cross-curricular links with other departments, where appropriate, in order to enrich the experience of students
16. Setting a personal example of inspiring and engaging teaching
17. Maintaining a high quality, distinct learning environment which serves as an inspiration to students and staff
18. To work with colleagues to manage student behaviour in the area each day, in liaison with other key staff.
19. To contribute to the alternative curriculum offered at the Centre
20. To work within Stockport's safeguarding policies and procedures.

GENERAL

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's Mission Statement.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account

The Council operates a no smoking policy when on Council business or in Council buildings.

The post holder is encouraged to join a relevant professional association.

The post holder may be asked to transport students in their own vehicle for which the appropriate reimbursement will be made.

This job description may be amended at any time following discussion between the Headteacher and the member of staff and will be reviewed annually.