



Job Description

Job Title: Subject Teacher

Purpose of Job

To be responsible to the supervisor for the effective delivery of the curriculum, to plan and implement high quality Social Education programmes for young people. To deliver a range of accredited and recorded opportunities in conjunction with youth workers, schools, connexions and other statutory and voluntary sector agencies. A secondary school teacher teaches one or more national curriculum subjects to young peoples aged 11-16. Teachers may use creativity, humour and imagination to develop schemes of work and to plan lessons in order to foster a healthy culture of learning within the classroom and to generate the most effective interactions with young peoples.

Teachers encourage, monitor and record the progress of individual young peoples, and devise and tailor resources accordingly. They must also keep up to date with developments in their subject area, new resources, methods and national objectives. Teachers liaise and network with other professionals, parents and carers both informally and formally.

Main Duties

1. To plan, develop and deliver a range of high quality curriculum based social education programmes, for young people in a range of settings including putting up displays in the classroom.
2. Marking work, giving appropriate feedback and maintaining records of young peoples' progress and development

3. Researching new topic areas, maintaining up-to-date subject knowledge and then devising and writing new curriculum materials
4. Facilitate learning by attending and planning offsite day and residential trips
5. Selecting and using a range of different learning resources and equipment
6. Preparing young peoples for qualifications including external examinations and administering and invigilating them, including: Functional Skills, GCSE, ASDAN/CoPe and other relevant areas
7. To develop and deliver a range of accredited and recorded programmes borough wide, by working with youth workers and a range of youth support agencies. Working to address the five outcomes of 'Every Child Matters' and deliver on the 10 priorities
8. To work directly with young people to develop their Social Education, assessing needs and providing a programme of activities informed by action plans and learning targets with young people
9. Providing programmes of activities designed to meet the needs of young people in line with the curriculum, SMSC and the Social, Educational and Personal Development of young people
10. Implement a curriculum leading to qualifications relevant to the young peoples ability, ensuring that all regardless of ability achieve a qualification when leaving
11. Observe and meet targets and deadlines set, including attainment of young people and report writing
12. Managing young peoples behaviour in the classroom and on school premises, and applying appropriate and effective measures in cases of disobedience paying close attention to the relevant policies i.e. child protection
13. Supporting young people on an individual basis through academic or personal difficulties
14. Participating in departmental meetings, parents' evenings and whole school training events
15. To work within a specific portfolio area where appropriate and to ensure the maintenance of a safe and secure physical environment for implementing relevant emergency procedures
16. Participating in and organising extracurricular activities, such as outings, social activities, after school classes and sporting events
17. Undergoing regular observations and participating in in-service training (INSET) as part of continuing professional development (CPD)
18. To participate in the co-ordination, planning, organisation, delivery, monitoring and evaluation of Wize Up in line with local and national quality management frameworks and to be accountable for

implementing appropriate actions to maintain relevant standards as part of a staff team

19. To liaise and work collaboratively with a range of agencies including across departments, voluntary sector, Connexions, Schools, Police and Health Authority to ensure a holistic approach to service delivery for young people, whilst working to address the five outcomes from 'Every Child Matters and 10 priorities within this.
20. Comply with Wize Up's budget and financial management procedures and follow these systems i.e. Petty Cash and Ordering supplies etc.
21. To undertake a range of administrative duties including the use of IT systems, Communication by phone and in writing, completion of project plans, monitoring, review and evaluation of these.
22. To deal with all enquires, complaints etc on a day-to-day basis in line with Wize Up's complaints procedure and refer upwards when necessary.
23. To undertake ad hoc projects, provide cover to ensure continuity of service and carry out any other work appropriate to the level and general nature of the posts duties.
24. To carry out all duties with due regard to the legal and statutory regulations, particularly the provisions of health and safety regulations and legislation, the Children's Act, Child Protection procedures, Wize Up equal opportunities and customer care policies and the New Technology agreement.

Normal working hours: 9:00 – 4:00

The Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended and duties varied to meet the changing needs of the school at any time after consultation with you.