



Job Description and Person Specification

Full Time Maths Teacher

Title:	Maths Teacher
Working with:	Year 10 & 11 (KS4)
Employed by:	Open Box Education Centre
Responsible to:	The Principal
Salary:	M1-M6 + SEN allowance
Hours:	Full Time
Work Base:	Open Box Education Centre
Start Date:	1/9/18
Terms of employment:	Permanent contract

AIMS:

1. To deliver a programme of GCSE and Functional Skills maths education for Key Stage 4 students in alternative education.
2. To deliver a second subject up to Level 2, ideally ICT Functional Skills.
3. To deliver appropriate learning to individuals, pairs or small groups of students, alongside a learning support assistant where appropriate.
4. To build positive, respectful relationships with students, encourage high self-esteem and a sense of self-worth and provide a strong adult role model for the students.

MAIN DUTIES AND RESPONSIBILITIES:

1. Plan and implement effective programmes of learning and produce appropriate teaching materials and resources based on individual need and ability to support progress within maths and an additional subject.
2. Work with small groups of students or individuals to deliver structured, engaging teaching at the appropriate level for each student, up to GCSE and Level 2.
3. Regularly set appropriate targets for each student, assess students' work and report on student progress and attainment, with reference to IEPs and other support plans
4. Prepare reports and participate in reviews, where necessary
5. Ensure students have an accurate baseline assessment on entry and that they make good progress in relation to this assessment.
6. Manage the teaching space and equipment to create a positive learning environment for all students in line with health and safety requirements
7. Work and plan effectively with Learning Support Assistants to deliver effective teaching and learning that meets the needs of all students
8. Attend any relevant planning meetings with the Principal and other staff
9. Participate in Performance Management and undertake appropriate training
10. Work effectively in accordance with the organisation's approach, ethos and behaviour management policy to create a safe and encouraging learning experience for all students.
11. Ensure all work is in accordance with the policies and procedures of Open Box Education Centre, including the safeguarding policy and guidance
12. Other reasonable duties commensurate to the level of the post as directed by the Principal.

GENERAL DUTIES:

1. To carry out a share of supervisory duties in accordance with rotas
5. To participate in appropriate meetings with colleagues and parents as required
6. To understand, respect and work within the foundational Christian ethos of the school.

Person Specification: Full Time Maths Teacher

SKILLS, KNOWLEDGE & EXPERIENCE	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> A relevant maths qualification to support teaching to GCSE grade 9 	<ul style="list-style-type: none"> Qualified Teacher Status Further training or a qualification relating to SEN
Teaching and Learning	<ul style="list-style-type: none"> High quality teaching skills Ability to employ a range of skills and strategies to create an effective and engaging learning environment to motivate reluctant students 	<ul style="list-style-type: none"> An understanding of the impact of trauma on young people and how this informs and shapes practice Ability to implement effective strategies to support young people who have experienced trauma
Communication Skills	<ul style="list-style-type: none"> Ability to relate appropriately, positively and respectfully to young people who have a range of challenging needs and behaviour Ability to remain calm, respectful and patient in the face of potentially angry, uncooperative or verbally abusive young people. Excellent communication skills and the ability to communicate effectively orally and in writing to a range of audiences 	
Behaviour Management	<ul style="list-style-type: none"> Ability to implement effective behaviour management strategies that are appropriate for young people who have a range of challenging needs and behaviour Ability to maintain a secure, supportive and positive learning environment 	
Working as part of a team	<ul style="list-style-type: none"> Ability to work with other staff effectively and positively Ability to adapt and work flexibly in response to student needs A commitment to the vision, values and aims of Open Box Education Centre and an understanding of , and willingness to work within, its foundational Christian ethos. 	
Effective working	<ul style="list-style-type: none"> Excellent personal organisation and time management skills. Ability to use a range of ICT software competently Ability to reflect on practice and implement change where necessary Ability to analyse data, set targets and monitor and evaluate progress Ability to research topics, resources and exam board documentation. 	<ul style="list-style-type: none"> Knowledge of what constitutes quality in education provision and strategies for raising achievement for all students An understanding of assessment strategies and the use of assessment to inform the next stages of learning

Safe Working	<ul style="list-style-type: none"> • Ability to manage equipment and safe practices in the teaching area in an organised way. • Ability to work within the organisation's policies and procedures. • An understanding of and commitment to promoting and safeguarding the welfare of students • An awareness that lifestyle, language, attitudes and behaviour have an impact on how young people see staff as role models 	
Knowledge	<ul style="list-style-type: none"> • Excellent level of subject knowledge and a secure understanding of the requirements of the National Curriculum and KS4 curriculum • Up to date knowledge of child protection procedures • knowledge of motivational teaching that engages challenging or vulnerable learners 	<ul style="list-style-type: none"> • A knowledge of statutory requirements relating to the curriculum and assessment
Experience	<ul style="list-style-type: none"> • Experience of teaching Maths and one other subject at KS4 up to GCSE level and Functional Skills Level 2 in mainstream schools or alternative education • Experience of working successfully with vulnerable students and students with challenging behaviour 	<ul style="list-style-type: none"> • Significant experience of working with young people with emotional, social and behavioural difficulties or special educational needs and those with high levels of challenging behaviour • Experience of trauma-informed practices and a working knowledge of the impact of attachment issues in young people • A commitment to a church and a personal Christian faith.
Please show in your letter of application how you meet each of these requirements.		

SAFEGUARDING

Open Box Education Centre is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment. Open Box Education Centre is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation. The information below provides pre-employment screening guidance for candidates applying for this job at Open Box Education Centre. Pre-Employment Checks appropriate to this Job Profile:

- **Identity**
- **Medical Screening**
- **References**
- **Qualifications**
- **Prohibition from Teaching**
- **Self-disclosure**
- **Enhanced DBS Check**
- **DBS Barred List Check**
- **Right to Work in the UK**
- **Childcare Disqualification Check**