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**Job Description**

**Job Title:** Schools Enrichment Teacher

**Contract term:** Permanent

**Hours**: Full time, 37 hours (over 5 days)

**Location:** ACT Schools Centre, Ocean Park House, Cardiff, CF24 5ET

**Starting Salary:** £30,595 - £35,870 per annum pro rata (£29,595 pa for unqualified tutors)

**Reporting to:** Head of Schools

**Summary of position:**

As an employee at our registered independent school, you will be expected to plan and deliver high quality teaching, learning and assessment in line with ESTYN requirements. You will be responsible for the delivery of your curriculum area to group sizes of approximately 7, 11 – 16-year-olds, who have been referred to us, due to either having been or are at risk of being excluded from mainstream education, who are school phobic or are classed as vulnerable.

You will have a full appreciation of the importance of personal growth and wellbeing, with a willingness to develop inclusive schemes of work that are reflective of pupil need and current priorities. The successful candidate will have a strong focus on experiential learning, enriching the opportunities inside and outside the classroom, providing alternative approaches to education.

Daily tasks may involve welcoming learners at the start of the day, encouraging engagement with various lesson plans that align with the curriculum, activities that include wellbeing and engagement with learners with challenging behaviours, updating learners progress on the in-house system, reporting any issues to senior member of the team and any other duties that may arise within the day.

**Duties & Responsibilities:**

* Create a safe, inclusive, and purposeful learning environment where learners feel confident to contribute.
* Provide enriched learning opportunities covering the Welsh Government's seven areas of learning experience (AOLE).
* Promote outdoor learning and utilise nature-based education.
* Lead group projects, such as developing outdoor gardens, to achieve community goals.
* Manage classroom behaviour constructively, maintaining a positive discipline framework in line with ACT Learner Standards and the Schools’ Behaviour Policy, using a trauma-informed approach.
* Address poor or disruptive behaviour with appropriate de-escalation techniques, including physical intervention if necessary.
* Effectively manage individual and group learning, adapting teaching to meet learners' needs and ensuring all can achieve their full potential.
* Develop engaging lesson plans and schemes of work that challenge and stretch learners.
* Ensure curriculum accessibility for all learners, providing opportunities for skill development and progression.
* Monitor and quantify learner progress through robust assessment methods.
* Conduct thorough initial assessments to identify knowledge gaps and tailor teaching approaches.
* Deliver well-organised lessons using diverse teaching strategies and resources, including online/e-learning, considering diversity, equality, and inclusion.
* Utilise Google Classroom and other digital platforms to support classroom and distance learning.
* Use observation, assessment, and monitoring strategies to set challenging learning objectives and track progress.
* Adhere to quality assurance processes and procedures.
* Liaise with the Headteacher and ALNco to provide learner progress reports.
* Report positive work and concerns about learner progress to parents/carers with Headteacher approval.
* Report safeguarding concerns to the designated safeguarding person (DSP) as per ACT’s safeguarding policy.
* Provide detailed reports on incidents, including damage.
* Supervise learners during break and lunch times.
* Arrange off-site visits relevant to the subject area, ensuring all risk assessments are completed.
* Promote and adhere to ACT’s environmental practices.
* Perform any other duties as requested by your Manager.

**Personal responsibilities:**

* Demonstrate dignity, courtesy and respect towards others.
* Critically reflect on own values, knowledge and skills to improve learning.
* To display high levels of empathy and care towards pupils and staff
* To actively keep updated with the company’s services and programmes.
* Maintain CPD by attending training events, courses, meetings, workshops and seminars to keep abreast of subject/vocational area to not only develop yourself but also the company.
* To demonstrate clear written and verbal communication skills including report writing skills.
* To be highly self-motivated and organised.
* To ensure effective customer care skills.
* A recognition and regard for observing confidentiality.
* The capacity to work as part of a team.
* An ability to work on own initiative and meet set timescales.
* General housekeeping duties.
* To display ACT core values at all times.

**Person Specification**

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|  | **Essential** | **Assessment**  **Method** |
| **Experience** | * Experience of learners with specific educational needs, i.e. ADHD, Dyslexia * Delivery and knowledge of ldesignated curriculum area with specific focus on engaging low level ability learners. * Experience of working with challenging, disengaged learners * Experience of challenging inappropriate behaviour | Application |
| **Qualifications & Knowledge** | * PGCE or equivalent * Have a good and up-to-date knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them | Application/  Certificate verification |
| **Skills & Attributes** | * Creative & passionate for training/learning * Ability to develop others * Proven track record of meeting targets * Excellent IT Skills with programs such as Microsoft Office, Word and Excel * Team Player with ability to work on own initiative * Willingness to undertake personal & professional development in relation to your role and business needs |  |
| **Personal Qualities** | * To uphold ACT Values * A positive & optimistic attitude * Someone who displays initiative * Self-organised & motivated * Someone who understands the need to build a good rapport with learner and employer * Willingness and ability to be flexible and go above and beyond as and when needed | Interview |
| **Other** | * Hold a full U.K. driving licence and access to vehicle | Interview |