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**Job Description**

**Job Title:** School Teacher (KS3)

**Contract term:** Permanent

**Hours**: 37 hours (over 5 days)

**Location:** ACT School, Ocean Park house, Cardiff

**Starting Salary:** £30,595 rising to £35,870 per annum (£29,013 pa for unqualified tutors)

**Reporting to**: Head Teacher

**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. As a Key Stage 3 Teacher, you will be responsible for planning and delivering high-quality, engaging lessons in wellbeing, maths, and English. Your teaching will be tailored to the diverse needs of our learners and align with ESTYN requirements.

You will fully appreciate the importance of personal growth and wellbeing and be committed to developing inclusive lessons that reflect learners’ needs and current educational priorities. A strong focus on experiential learning is essential, providing enriching opportunities inside and outside the classroom and offering 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:**

* Establish a safe, inclusive and purposeful learning environment which allowing learners to feel safe and sufficiently confident to make an active contribution to learning and ACT Schools
* Provide enriched learning opportunities that fit with the key purposes of the Curriculum for Wales.
* Act as form tutor for a cohort of learners and remain their support throughout their ACYT Schools journey
* Engage in regular review sessions with learners to monitor and adapt their educational plans
* Promote outdoor learning and capitalize on learning in nature
* Behaviour manage classroom/cohort constructively by establishing and maintaining a clear and positive framework for classroom discipline, in line with the Trauma Informed approach, the Schools Delivery guide and ACT’s behaviour policy.
* Challenge instances of poor or disruptive behavior both inside the classroom and in recreational areas using appropriate de-escalation techniques which may include physical intervention
* Manage the learning of individuals and groups effectively, modifying teaching appropriately to suit the stage of the lesson and the needs of the learners therein, provide opportunities for all learners to achieve their full potential
* Plan and develop engaging lesson plans and detailed schemes of work which adequately stretch and challenge the learners.
* Ensure your delivery is made accessible to all learners, making sure opportunities for progression and development of skills are made available.
* Ensure robust monitoring of learner progress is in place, being able to quantify progress made.
* Carrying out thorough initial assessment of learner ability in order to identify gaps in knowledge and using this information to shape their delivery approaches.
* Deliver challenging, well-organised lessons and sequences of lessons using an appropriate range of teaching strategies and resources, including online/e-learning, meeting learner needs and taking count of diversity, equality and inclusion
* Engage in the use of Google Classroom and other digital platforms to support learning in the classroom whilst also ensure a distance learning offer is readily available
* Make effective use of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learner progress and attainment
* Know the assessment requirements and make arrangements for the subjects/curriculum areas they teach; including those relating to public examinations and qualifications
* Follow and adhere to quality assurance process/procedures
* Liaise with Deputy Heads and provide progress reports for cohort of learners
* Reporting instances of positive work as well as areas of concerns relating to learner progress to the parent/carers with approval from the Centre Manager.
* Be responsible for reporting safeguarding concerns to the Headteacher in accordance with ACT’s safeguarding policy.
* To provide professional, detail reports in relation to incidents that occur within the provision, including the reporting of damage.
* Be actively involved in the supervision of learners during break and lunch times
* Arrange off site visits relevant to subject are where required, ensuring all risk assessments are completed.
* To adhere to and promote ACT’s environmental practices
* Any other duties as requested by your Manager, which may be necessary from time to time

**Personal responsibilities:**

* Demonstrate dignity, courtesy and respect towards others.
* Critically reflect on own values, knowledge and skills to improve learning.
* 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 literacy and GCSE English curricula with specific focus on engaging low level ability learners. * Experience of working with challenging, disengaged learners * Experience of challenging inappropriate behaviour * Experience of providing enrichment and personal growth opportunities to young people with a focus on experiential learning | Application |
| **Qualifications & Knowledge** | * PGCE or equivalent * Knowledge and experience of the guidance surrounding the curriculum for Wales * 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 |