

NOTTINGHAMSHIRE COUNTY COUNCIL
CHILDREN FAMILIES AND CULTURAL SERVICES
JOB DESCRIPTION

Designation:	Senior Teacher (Operational Education Manager) Clayfields House Secure Children's Home
Grade:	Up to U3 + TLR1 up to Band 8
Location:	Clayfields House Secure Unit, Moorbridge Lane, Stapleford
Conditions of Service:	Teachers Pay and Conditions (Adjusted to 1265 hours worked approximately 8:00am to 4.30pm to meet the needs of the centre – 5.00pm Wednesdays)
Hours of Duty:	1,0 FTE Full Time
Responsible to:	Deputy Manager (Education)

In carrying out the duties and responsibilities set out within the job description and in the context of developing working relationships with others, the post holder will be expected to demonstrate commitment to and comply with the specific requirements and the spirit of the County Council's Equal Opportunities and Diversity Policy. This principle applies equally to all aspects of the role including any responsibilities relating to the provision and development of services.

General description of post

The post holder will contribute to the teaching, assessment, recording and planning for all young people placed within the secure unit, take specific responsibility for areas of the curriculum, deputise for the Deputy Manager (Education) and participate in the wider management of the establishment.

Duties

1. To deputise for and to represent the Deputy Manager (Education) as required and undertake specific management tasks within the teaching group as delegated, including the day to day operational management of education.
2. To oversee Work Experience, Careers and PSHE.
3. To have overall responsibility of the examination process and tracking of learner progress.
4. The booking, supervision and management of relief staff and daily operational time tabling.

5. Administration of the incentive and rewards scheme.
6. To participate as a member of relevant senior staff groups within the establishment contributing to policy and practice within a multi-disciplinary staff group
7. To provide education for learners placed within the secure unit as required and to take lead responsibility as curriculum leader for subjects as required. This will include being proactive in curriculum development and maximising accreditation opportunities for accreditation for all learners from Foundation to Level 2 courses
8. To oversee the reporting and Individual Learning Plans of the young people, to quality assure the process for presentation at meetings both internal and external.
9. To carry out performance management of staff within the educational team.
10. To contribute to educational and social assessments of young people within the establishment.
11. To formulate personal education and careers plans for individual pupils as required and contribute to the implementation of the plans.
12. To liaise with other agencies and support services contributing to the establishment's education service or to the education plans of individual pupils.
13. To maintain records and write reports as required.
14. To liaise with other educational establishments who have been or will be involved in the education of young people placed in the secure unit especially upon discharge and admission.
15. To lead, contribute to and participate in in-service events and professional development for teachers and others as required.
16. To prepare appropriately differentiated and adapted curriculum offers, materials and resources to meet the complex needs of all learners, and to offer curriculum advice and guidance to colleagues in relation to specialist subject areas.
17. To carry out other duties required which could reasonably be regarded as being within the nature and responsibilities of this post, subject to the proviso that normally any changes of a permanent nature will be incorporated into the job description in specific terms.

Person specification – Senior Teacher - Clayfields House *Secure Unit*

	ESSENTIAL	TESTED BY	DESIRABLE	TESTED BY
Qualifications and training	Qualified teacher status	A	Advanced qualifications in Special Needs	A
Knowledge	<p>Knowledge of National Curriculum requirements (especially KSs 3 & 4) for English.</p> <p>Knowledge and understanding of the needs of pupils with social, emotional and behavioural difficulties.</p> <p>Knowledge and understanding of the needs of pupils experiencing special educational needs including specific learning difficulties.</p> <p>Knowledge and understanding of the principles of Every Child Matters and Looked After Children</p> <p>Knowledge and understanding of the principles of Safeguarding Young People.</p>	<p>A</p> <p>A,I</p> <p>A,I</p> <p>AI</p> <p>AI</p>	Additional subjects to contribute to the curriculum or to careers or work experience.	A
Experience	<p>Experience of an education setting offering the National Curriculum.</p> <p>Working with disaffected pupils in specialist or mainstream settings.</p> <p>Working with pupils experiencing special educational needs including specific learning difficulties.</p> <p>Management of a team.</p>	<p>A I</p> <p>A I</p> <p>A I</p> <p>AI</p>	<p>Working in a residential child-care or criminal justice setting.</p> <p>Experience in a post which carried specific responsibility for leading in a curriculum subject.</p> <p>Experience of Performance Management in the managerial role</p>	<p>A</p> <p>A</p> <p>A I</p>
Abilities and aptitudes	<p>Ability to lead a subject area within the centre.</p> <p>Ability to teach to a consistently good standard and the ability to deliver outstanding lessons.</p> <p>Good communicator with young people and colleagues.</p> <p>Ability to work with groups, develop positive behaviour management, and deliver strategies and activities to motivate disaffected pupils.</p> <p>Ability to prepare and present</p>	<p>A,I,R</p> <p>A,I,R</p> <p>A,I</p> <p>A,I,R</p> <p>A,I,R</p>		

	<p>work in a differentiated, varied and imaginative way to pupils of varying abilities, interests and levels of commitment.</p> <p>Varied skills and interests which can be used to motivate and benefit young people.</p> <p>Good organisational skills and the ability to prioritise work.</p>	AI		
Social Skills	<p>Good personal presentation.</p> <p>Ability to relate to and work effectively with colleagues from other disciplines and backgrounds.</p> <p>Ability to manage and organise self.</p> <p>The personal resilience necessary to cope with challenging behaviour.</p> <p>Sense of humour and adaptability</p>	<p>I</p> <p>A,I,R</p> <p>A,I,R</p> <p>A,I,R</p> <p>A I R</p>		
Motivation	<p>Commitment to the welfare of young people, children's rights and maximising the personal autonomy of young people in a highly intrusive setting.</p> <p>High expectations for the academic achievement of young people in challenging circumstances.</p> <p>Committed team player with the ability to take individual responsibility.</p> <p>Ability to manage own stress and that of others.</p>	<p>A,I</p> <p>A,I</p> <p>A,I,R</p> <p>I,R</p>		
Equal opportunities	<p>Sensitive to the needs of all young people with particular awareness of the needs of those in a minority because of their gender, race, religion, sexual orientation or because they are disabled.</p> <p>Able to treat staff and colleagues with equal respect regardless of differences in gender, race, culture, abilities, sexuality or professional discipline.</p>	<p>A,I,R</p> <p>A,I,R</p>		

A = Application Form

I = Interview

R = References