



<p><b>Title</b> <b>Subject Leader &amp; Teacher of ICT and Careers 0.6 fte</b></p>	<p><b>Department</b> <b>Children, Families and Young People</b> <b>Clayfields House Secure Children’s Home</b></p>	<p><b>Post Ref.</b></p>
<p><b>Job Purpose</b> The post holder will contribute to the teaching, assessment, recording and planning for all young people placed within the secure unit and take specific subject leadership responsibility for ICT and Careers.</p>		
<p><b>Salary:</b> MPG to UPS 3 plus Secure Unit Allowance and Work Place Allowance (Community Homes Allowance) , please note that in common with all other teachers these allowances will be modernised in the future to reflect an SEN Allowance for teaching children who predominately experience special educational needs and a TLR for curriculum leadership – the value of allowances will not change. Current days of working are Monday, Tuesday and Wednesday but these are subject to change. School holidays apply but may be at slightly different times to mainstream schools.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To provide education for pupils placed within the secure unit as required.</li> <li>2. To take lead responsibility as Subject Leader for ICT and Careers or more 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.</li> <li>3. To develop and maintain subject leader documentation including; a scheme of work and self-evaluation records.</li> <li>4. To be the main point of contact with the ICT service contract provider within the Education Department.</li> <li>5. To undertake the role of a pastoral tutor for a tutor group contributing fully to PHSE, relationships and sex education and substance misuse education.</li> <li>6. To contribute to educational and social assessments of young people within the establishment.</li> <li>7. To formulate personal education and careers plans for individual pupils.</li> <li>8. To liaise with other agencies and support services contributing to</li> </ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>15. Understands and puts into practice the Council’s commitment to excellent customer service in meeting customer’s needs.</li> <li>16. Acts as a personal example and demonstrate a positive working ethos, sharing expertise and helping staff to work more effectively</li> <li>17. Portrays a professional image.</li> <li>18. Develops awareness of new practice in their profession and developments within the Council.</li> <li>19. Treats all pupils and colleagues with respect, consideration and the appropriate level of confidentiality.</li> <li>20. Exemplifies safe working in line with health and safety and safeguarding protocols and procedures.</li> <li>21. Shows understanding of the risk management system and applies centre policies.</li> </ol>	

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<p>the establishment's education service or to the education plans of individual pupils.</p> <ol style="list-style-type: none"> <li>9. To maintain pupil records and write reports as required.</li> <li>10. 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.</li> <li>11. To lead, contribute to and participate in in-service events and professional development for teachers and others as required.</li> <li>12. To prepare appropriately differentiated and adapted curriculum offers, materials and resources to meet the complex needs of all learners.</li> <li>13. To offer curriculum advice and guidance to colleagues in relation to specialist subject areas.</li> <li>14. To carry out such 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.</li> </ol>	
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**The post holder will perform any duty or task that is appropriate for the role described**

<p><b><i>Person Specification</i></b></p>	
<p><b><i>Education and Knowledge</i></b></p> <ol style="list-style-type: none"> <li>1. Qualified teacher status.</li> <li>2. High level knowledge of curriculum requirements in Key Stages 3 and 4 for ICT and careers.</li> <li>3. High level knowledge and understanding of the needs of pupils with complex social, emotional, behavioural and mental health needs.</li> <li>4. Knowledge and understanding of the needs of pupils experiencing a wide range of special educational needs including; specific learning difficulties and cognitive difficulties.</li> <li>5. Knowledge and understanding of the principles of safeguarding young people.</li> </ol>	<p><b><i>Personal skills and general competencies</i></b></p> <ol style="list-style-type: none"> <li>1. A high level of personal drive and commitment to excellence and the ability to set an example for other staff.</li> <li>2. High level communications skills and the ability to communicate effectively with complex and challenging pupils.</li> <li>3. Ability to make decisions and solve problems in a solution focused way prioritising the resources available.</li> <li>4. Ability to teach to a good standard and often outstanding level.</li> <li>5. Ability to lead ICT and Careers as subject areas within the centre.</li> </ol>

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**Experience**

6. At least 5 years successful teaching experience.
7. Experience of teaching pupils with complex social, emotional, behavioural and mental health needs.

6. Ability to work with groups, develop positive behaviour management, and deliver strategies and activities to motivate challenging and complex pupils.
7. Ability to prepare and present work in a differentiated, varied and imaginative way to pupils of varying abilities, interests and levels of commitment.
8. Varied skills and interests which can be used to motivate and benefit pupils.
9. The personal resilience necessary to cope with complex and challenging behaviour.
10. High expectations for the academic achievement of pupils in challenging circumstances.
11. Ability to manage own stresses and that of others.
12. Sensitive to the needs of all pupils with particular awareness of the needs of those in a minority because of their gender, race, religion, sexual orientation or because they are disabled.
13. Able to treat staff and colleagues with equal respect regardless of differences in gender, race, culture, abilities, sexuality or professional discipline.

**Role Dimensions**

1. The post holder will contribute to the teaching, assessment, recording and planning for all young people placed within the secure unit and take specific subject leadership responsibility for ICT and Careers.
2. ICT and Careers budget within the Education Department