

Job Description

Job Title:	English Teacher - HMYOI Feltham
Reports to:	Core Co-ordinator
Location:	HMYOI Feltham
Hours:	37.5 Hours A Week Monday–Thursday 8.00 am–4.45 pm, Friday 8.00 am – 1.30 pm Leave 25 Days PA

Purpose

To teach accredited learning to Young People undertaking study in GCSE English programmes at HMYOI Feltham.

Main Duties and Responsibilities

1. To teach a range of courses as directed;
2. To be involved in Shaw Trust processes and HMYOI Feltham procedures relating to the selection, interviewing, admissions, enrolment, induction and tracking of young people;
3. To develop the curriculum in line with national requirements, local community needs, and the needs of the employment market;
4. To develop young people-centred teaching and learning strategies in order to contribute to excellent achievement and progression;
5. To prepare and monitor appropriate syllabuses, schemes of work, lesson plans, assignments, assessments and learning outcomes in line with Shaw Trust HMYOI Feltham and awarding body requirements;
6. To liaise with colleagues in the design, delivery and evaluation of all aspects of the course;
7. To provide regular feedback to Young People as identified in the Shaw Trust HMYOI Feltham Charter, and to give group and individual tutorial support to enable them to achieve maximum benefit from their course or programme;

8. To observe procedures for Young People in terms of monitoring, discipline, security and complaints in accordance with the Shaw Trust HMYOI Feltham Charter;
9. To compile and maintain learner records;
10. To contribute to the Shaw Trust HMYOI Feltham's ongoing assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible;
11. To follow all processes relating to qualifications and examinations, including registration and submissions to validating bodies, and liaise with the Shaw Trust HMYOI Feltham Exams Officer, moderators and external verifiers in accordance with Shaw Trust HMYOI Feltham policy;
12. To support the Engagement and Resettlement Team in the development of work placements, traineeships and apprenticeship opportunities for the learners;
13. To regularly attend programme, course and team meetings as directed by management;
14. To fully participate in HMP HMYOI Feltham procedures including health and safety, security and behaviour management;
15. To undertake other reasonable duties when required.

This job description will be reviewed annually to ensure that it is an accurate description of the responsibilities and duties of the individual post holder, and that these responsibilities and duties consistently match the needs of the learners and the vision of Shaw Trust HMYOI Feltham.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center">Person Specification</p> <p align="center">Job Title:</p> <p align="center">(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> Degree, equivalent professional qualifications, or extensive industrial experience in your specialist area(s); (E) Possession of a teaching qualification (PGCE or equivalent), or willingness to work towards a qualification; (E)
<p>Experience</p> <ul style="list-style-type: none"> Experience of teaching accredited qualifications from your specialist area(s) from Entry Level to Level 3; (E) Experience of working as a member of a team and evidence of the ability to work effectively with colleagues; (E)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> Evidence of ability to teach effectively and to prepare relevant materials; (E) An ongoing interest in and knowledge of recent developments in your specialist area(s); (E) Other relevant industrial experience in your specialist area(s) (D) An understanding of, and commitment to, the welfare and safety of children, young people and vulnerable adults within a Young Offenders Institution context. (D)
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> An awareness of the pastoral and the academic needs of young people from a variety of backgrounds, and the ability to respond to those needs positively and sensitively; (E) Commitment to an inclusive education; (E)
<p>Safeguarding</p> <ul style="list-style-type: none"> Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) This post requires a Disclosure and Barring Service Check at a Enhanced level (E)
<p>Other</p> <ul style="list-style-type: none"> Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)