

REMARKABLE AUTISM LTD

JOB DESCRIPTION

Job Title:	Unqualified Teacher
Responsible to:	CEO Head of Adult Services
Directly Reporting to:	Deputy Head of Adult Services Class Teacher/Mentor
Staff Reporting Directly to:	TSAs/STSAs/AEPs
Salary:	Unqualified Teacher Pay Scale Pay point 1 - 6

Main Purpose of the Post

1. To carry out the professional duties of a teacher upholding the aims, ethos and philosophy of the company established by the CEO.
2. To adhere to all policies as validated by the CEO, Head of adult Services, Governing Body and Trustees.
3. To be an effective professional who demonstrates commitment to excellence in work/care/support programmes to enable access to learning and to assist the class teacher in the management of students and the learning environment.

General Responsibilities

Under the direction of the Head of Adult Services:-

1. Working harmoniously with other staff to provide a caring, happy environment together with a well-structured programme for the Education/Employment development of each young person.
2. Playing an active part in promoting good public relationships in the locality so as to increase public awareness of, and support for, the aims and objectives of the organisation.
3. Attending case conferences, staff meetings, INSET, extended school services, parents meetings and special events/celebrations as requested by the CEO or senior staff. Some of which may take place outside normal working hours.
4. Undertaking duties as required by the Teachers' Standards.
5. Encouraging students to develop and use their creativity, initiative, independence and responsibilities.
6. Maintaining discipline in accordance with the organisation's procedures, and encouraging good practice with regard to punctuality, behaviour and standards of work.

7. Enforcing the Behaviour Policy through excellent classroom management.
8. Building and developing relationships between the college and parents.

Specific Duties and Responsibilities

Contributing to curriculum areas.

1. Assisting in the development of appropriate curriculums, resources, schemes of work, marking policies and teaching strategies.
2. Planning and preparing courses and lessons.
3. Using a variety of delivery methods, appropriate to students' needs and the demands of the curriculum, in order to create a stimulating learning environment.
4. Developing a curriculum area for enrichment activity.
5. Keeping up-to-date with changes in the curriculum and developments in best practice.
6. Keeping up-to-date with developments and ensuring that they are reflected in the department's practices.
7. Contributing to the whole college's planning activities.
8. Planning college trips relevant to the curriculum.

Support for students

1. Enabling access to learning and maximising student learning outcomes within the context of well structured ASD-specific programme of educational and social opportunities.
2. Supervising and supporting students ensuring their safety and access to learning in a variety of contexts; classroom, work place; community.
3. Providing opportunities for and facilitate students throughout the day to interact with others and engage with teacher lead activities.
4. Establishing constructive relationships with students, acting as a role model and interact with them according to individual need.
5. Ensuring expectations set are both challenging and demanding according to individual need.
6. Providing feedback to students in relation to progress and achievement in order to drive learning forward and in accordance with the assessment, recording and reporting policy.
7. Administering basic first aid where appropriately trained.
8. Assist in supporting and witnessing of medication where training has been undertaken.
 - a. Administer medication where training has been undertaken in line with school policy and procedures.

9. Promoting self-esteem and independence as appropriate.

Teaching

1. Encouraging and supporting personal development amongst students.
2. Taking responsibility for the development and delivery of the curriculum.
3. Assisting in the tracking of student attendance and attainment.
4. Marking, grading and giving written/verbal and diagnostic feedback as required.
5. Maintaining appropriate records and providing relevant and up-to-date information to the Education Leadership Team (ELT).
6. Tracking student progress and using this information to inform teaching and learning and report to the SENCO and ELT.
7. Planning support for students, in accordance with the 0-25 Special Educational Needs (SEN) Code of Practice.
8. Assisting with the development and implementation of individual education plans, behaviour support programmes and personal intimate care programmes such as toileting and eating. On occasion this will necessitate one-to-one supervision.
9. To ensure the curriculum covers the areas of employability such as: work skills, team work and resilience, work place expectations, health and safety and functional skills for work and life
10. To work collaboratively with work experience and supported internship teams to plan effective and detailed curriculum maps, individualised skills audits and updates to curriculum planning linked to students work or supported internship and work placements
11. Ensuring effective communication with the parents/carers of students.
12. Ensure all therapy interventions are followed and embedded within each session

Staff development

1. Attending in-service training (INSET) and undertaking continuing professional development (CPD).
2. Supporting other staff members and engaging in a strong team.
3. Liaising internally with the ELT and wider teaching/support staff.
4. Supporting teams in the effective/efficient deployment of Teaching Support Assistants, Senior Teaching Support Assistants and Autism Educational Practitioners.
5. Effectively directing the work of Teaching Support Assistants and reviewing their implementation.
6. Being actively involved in the Appraisal process.

Support for the college

1. Ensuring that matters concerning individual students are kept strictly confidential to the college.
2. Ensuring that no person inflicts corporal punishment at any time.
3. Maintaining the highest degree of personal and professional integrity at all times.
4. Becoming familiar with Remarkable autism fire, health and safety regulations and ensure they are strictly observed.

Wider Responsibilities

1. Using positive behaviour management strategies (PROACT SCRIPr) emphasising team building, personal safety, communication, and verbal and non-verbal de-escalation techniques for dealing with challenging behaviour reducing the need for physical intervention.
2. In accordance with training received, using positive handling techniques to resolve conflicts in ways that are safe, and which provide opportunities for repair and reflection for everyone involved.
3. Following training carry out the administration and witnessing of student medication.
4. Being aware of and comply with policies and procedures relating to safeguarding, health and safety, security confidentiality and data protection, reporting all concerns to an appropriate person.
NB. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child or vulnerable adult is a disciplinary offence.
5. Setting a good example in terms of dress, punctuality and attendance.
6. Accompanying students on visits, trips and out of school/college activities as required which will necessitate one to one supervision.
7. Carrying out specific tasks as required by the Head Teacher

It is a requirement upon all staff to report (to the designated Safeguarding Lead, Chief Executive, Head of Adult services, or the Governing Body, or other approved inspectorate with which the service has an agreement for inspection under the Children Act 1989, or to the local social services authority or to the police) any concerns they may have about practices in the service, or the behaviour of colleagues, which they consider likely to put at risk of abuse or other serious harm. Staff have a duty to prevent vulnerable students or colleagues from being drawn into terrorism and are required to report any concerns following the Company's Safeguarding Prevent procedures.

Remarkable autism Limited provides a guarantee that the procedures will be invoked in ways that do not prejudice any whistle blower's own position and prospects if they have reported an allegation or concern in good faith.

It is now a requirement that your job description makes it clear that failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a student is a disciplinary offence.

Additional information

The work at Remarkable autism for those working directly with the service users can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.

For the safety of staff and the service users, training will be provided to assist employees to carry out their role, specifically PROACTSCIPrUK, Moving & Handling, First Aid and Health & Safety training (this provides staff with the skills to carry out the sometimes necessary holds in a reasonable and proportionate manner. Employees will be required to fully participate in all training.

Having a disabling condition does not preclude you from working for Remarkable autism. However you should make Remarkable autism aware of any adaptations required to enable you to undertake the work.

Confidentiality

Maintain confidentiality for all areas of Remarkable autism Limited, its staff and its work. The nature of the work within the service entrusts people with confidential information about the students, their families and staff. Any breach of this confidentiality will constitute gross misconduct.

Note: This job description reflects the present requirement of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment.

Remarkable autism Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check including the adult & child barred list. Remarkable autism Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed and accepted:

Print name

Date: