

## NEWHAVEN Job Description

### Outreach Teacher

#### Core Purpose

To teach pupils within the Newhaven Outreach provision to the highest possible standard and to carry out such other associated duties as are reasonably assigned by the Head of Outreach and Headteacher.

#### Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and other current legislation. The teacher shall carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Headteacher.

The job description may be amended at any time following discussion with the Headteacher and member of staff.

#### Relationships

The postholder is responsible to the headteacher in all matters. The postholder is expected to interact on a professional level with colleagues, seek to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

The particular responsibilities attached to the post of Outreach Teacher of a given are as follows:

#### Teaching and Learning

- Ensure that students are taught to at least a good standard
- Ensure that teaching takes place within the framework of all relevant school policies and procedures including marking and behaviour
- To be responsible for teaching a range of subjects including English, Maths and others that relate particularly to the individual plan for the student.
- Ensure effective curriculum coverage, continuity and progression in the subject(s) for all students by maintaining regular communication with the relevant subject departments within the school and following relevant schemes of work.
- Establish clear teaching objectives in lessons and use appropriate teaching and learning methods
- Prepare lessons thoroughly and review content, presentation and relevance, ensuring that full records of work completed are kept
- Follow policies for assessing, recording and reporting on student achievement, and use these to set ambitious targets for further improvement for all students of all abilities
- Ensure effective development of students' individual learning skills takes place
- To ensure that all teaching is planned with a focus on students being able to attend school or other provisions as appropriate.
- Ensure that effective development of the achievement and enjoyment (as set out in the Newhaven A and E programme) are planned and delivered through lessons.
- Support the creation of a stimulating learning environment within the students' home and in other locations where teaching takes place.
- Ensure a level of behaviour conducive to learning in accordance with the rules and disciplinary systems of the school.

#### Communication and Liaison

- To contribute to Outreach department meetings, discussions and management systems necessary to co-ordinate the work of the outreach team and integrate this into the work of the school as a whole.
- To liaise with specialist departments within the school to ensure continuity of work in those subjects for students on your caseload.
- To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties
- To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.
- To communicate clearly with all other agencies involved in the support of the students.

#### General

- To promote the safeguarding of children in all aspects of work carried out
- To evaluate and review one's own teaching methods, materials and schemes of work, and to make changes as appropriate.

- To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews of one's work arranged by the headteacher.
- To take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions.
- To help ensure that subject-matter and learning resources reflect the Equalities Act, Council and school policies concerning protected characteristics and that the implications of these policies are borne in mind in relation to all the tasks and duties listed above.

**NEWHAVEN  
PERSON SPECIFICATION**

**Outreach Teacher**

<b>Job Title: Subject Teacher</b>		
<b>EDUCATION TRAINING /QUALIFICATIONS</b>	<b>SHORTLISTING CRITERIA (Essential/Desirable)</b>	<b>EVIDENCE APPLICATION FORM, INTERVIEW, REFERENCE</b>
Qualified Teacher Status	E	A
Experience of teaching a number of subjects including English or maths.	D	A
Further qualification in SEN	D	A
Has a driving license and car that can be used for work	E	A
<b>KNOWLEDGE/EXPERIENCE</b>		
Successful teaching experience at secondary level	E	A/R
Successful teaching experience at KS3,4 and 5 including the delivery of externally assessed courses	D	A/R
Experience of teaching a range of subjects in an outreach capacity	D	A/I/R
Successful classroom experience of motivating and engaging students with highly complex needs in mainstream or specialist provision	D	A/I/R
Successful experience of teaching in a trauma informed way.	D	A
A familiarity with the informal and formal assessment processes	E	A/I/R
Appreciation of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children	E	A/I/R
Application of ICT to teaching and learning	E	A/I/R
<b>PERSONAL SKILLS AND ATTRIBUTES</b>		
Good communication skills and the ability to communicate effectively across the school, with other agencies, with students and their families	E	A/I/R
The resilience to work with extremely challenging people and situations	E	A/I/R
Excellent inter-personal skills	E	I
Ability to prioritise time effectively and plan ahead	E	A/I
Confidence with and ability to motivate others	E	I
Commitment, enthusiasm, integrity and reliability	E	R
Flexibility ,willingness to learn and the ability to work as a team member	E	A/R
Willingness to become involved in the wider life of Newhaven	E	A/R
Commitment to the promotion of social inclusion, equity and equality of opportunity	E	A/I/R

*Please note that all elements included are essential except where otherwise stated. Those items marked '✓' should be particularly addressed in your application*

*Newhaven is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. Appointments will be subject to references and enhanced DBS checks.*