## OAK LODGE SCHOOL

101, Nightingale Lane, London SW12 8NA

Tel: 020 8673 3453

## JOB DESCRIPTION

**Post Title:** Tutor with responsibility for Individual BSL tuition and teaching year 7 to 11 BSL and 6th Form

**Grade:**  Dependent on qualification

**Main purpose of job**

* To promote the values and ethos of the school.
* To teach pupils all pupils according to their educational needs and be responsible and accountable for achieving the highest possible standards in work and conduct.
* To meet and conform to the appropriate standards set out in the National Teacher standards and the current School Teachers Pay and Conditions document.
* To adhere to current School policies under the direction of the Headteacher
* To respond to the changing needs of the school with respect to the teaching of individuals and classes as directed by the Headteacher.
* To take responsibility for promoting and safeguarding the welfare of children and young people in the school.

**Main Activities and Responsibilities**

**Planning**

* Deliver a broad, balanced, relevant and differentiated curriculum for BSL, incorporating the Curriculum requirements for literacy, numeracy and ICT.
* Under the guidance of the Language and Communication Lead Produce long, medium and short term planning within required deadlines.
* Identify and have a clear understanding of the needs of all pupils including those with additional special educational needs, able, gifted and talented pupils and use appropriate teaching strategies to engage and support them.
* Identify clear, relevant, challenging teaching and learning objectives, and specify how they will be taught and assessed;
* Set tasks which engage, involve and challenge pupils, whilst ensuring high level of interest and enjoyment;
* Have appropriately high expectations and set clear, aspirational individual targets, building on prior attainment;

**Teaching**

* Deliver the BSL curriculum as relevant to the age and ability groups taught differentiating appropriately.
* Teach the knowledge, understanding and skills, and ensure students acquire, consolidate and are able to use their learning and apply it across all curriculum areas, in a range of learning contexts; as well to enable them to meet their personal targets;
* Be responsible for the preparation and delivery of teaching materials, teaching programmes and pastoral arrangements as appropriate.
* Make learning objectives and outcomes clear, and promote active and independent learning that enables all pupils to think for themselves, and to plan and manage their own learning;
* Recognise and respond effectively to equality issues as they arise in the classroom, and challenge stereotyped views, bullying and harassment in accordance with school policy and procedures;
* Use ICT effectively in teaching and learning, and as an embedded part of the curriculum;
* Provide homework which consolidates and extends work carried out in the class and encourages independent learning;
* Evaluate their own teaching critically to improve effectiveness;
* Organise and manage Teaching Assistants and other staff in the classroom to maximise the outcomes for pupils’ learning.

**Class Management**

* Establish a successful working relationships and a purposeful learning environment, where diversity is valued and pupils feel safe, secure and confident;
* Establish clear expectations using effective behaviour management~~,~~ pre-empting and addressing any potential behavioural issues; and maintaining discipline through well focused teaching
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour expected of pupils.

**Monitoring, Assessment, Recording and Reporting**

* Work in accordance with the teaching and learning policy, using the teaching and learning pack and strategies.
* Assess pupils’ level of learning and understanding in relation to identified learning objectives, national curriculum standards and accreditations
* Use Assessment for Learning strategies, monitoring and assessment information to inform planning, teaching and learning;
* Involve pupils in reflecting on, evaluating and improving their own performance and progress and ~~p~~rovide timely constructive feedback to support pupils.
* Record, track and analyse pupils’ progress and attainment systematically, in order to provide evidence of development, identify strengths and areas requiring improvement,
* Identify and support pupils with differing levels of ability, and those experiencing behavioural, emotional and social difficulties.
* Use assessment data to inform target setting;
* Report on pupils’ attainment to parents, carers, other professionals and pupils;
* Review pupil progress with parents/carers at parents’ meetings, annual review meetings and through the use of mid and end of year reports.

**Other Professional Requirements**

* To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children, young people and vulnerable adults;
* To ensure that the Management Committee is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection;
* To ensure Oak Lodge site meets all Health and Safety requirements and is appropriately maintained and fit for purpose
* Have a working knowledge of teachers’ professional duties and legal liabilities;
* Operate at all times within the stated policies and practices of the school and Wandsworth;
* Model positive and respectful communication with pupils and colleagues.
* Establish effective working relationships, in line with the code of conduct and set a good example through presentation, and personal and professional conduct;
* Take on the responsibility for leading and managing one or more curriculum areas or aspects of the school’s provision, as delegated;
* Contribute to the corporate life of the school through effective participation;
* Contribute to the delivery of extra-curricular provision;
* Liaise effectively with parents and governors and other professionals.
* Actively engage in Performance Management, training, continuous professional development and other learning activities as required;

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head Teacher.

It is implicit that these duties are carried out in accordance with school and Council policies on equal opportunities.