## OAK LODGE SCHOOL

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## JOB DESCRIPTION

**Post Title:** Functional Skills Teacher

**Main purpose of job**

* To promote the values and ethos of the school.
* To tutor 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 Executive Headteacher and Head of School.
* To respond to the changing needs of the school with respect to the teaching of individuals and classes as directed by the Executive Headteacher and Head of School.
* 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, incorporating the National Curriculum requirements and literacy, numeracy across the curriculum
* Research or recommend textbooks, software, equipment, or other learning materials to complement tutoring
* Produce planning in line with students goals and needs
* 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 curriculum as relevant to the age and ability groups taught differentiating appropriately.
* Teach the knowledge, understanding and skills, and ensure the pupils acquire, consolidate and are able to use and apply them across all curriculum areas, in a range of learning contexts;
* Be responsible for the preparation and delivery of appropriate teaching materials.
* Promote active and independent learning that enables all pupils to think for themselves, including study skills and test taking strategies.
* 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.
* 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 organise the learning environment to promote productivity and learning.
* Establish clear expectations using effective behaviour management.
* 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.
* Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments
* 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, social and communication difficulties.
* Report on pupils’ progress and attainment to pupils, parents, carers and other stakeholders.

**Other Professional Requirements**

* To be fully aware of and understand the duties and responsibilities in relation to child protection and safeguarding children, young people and vulnerable adults;
* To ensure the working space 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 Council;
* Model positive and respectful communication with pupils and colleagues.
* Liaise effectively with parents, carers and governors and other stakeholders as appropriate.
* 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 Executive Headteacher or Head of School.

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

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