

<b>JOB INFORMATION</b>			
<b>JOB TITLE</b>	<b>Foundation Teacher</b>	<b>GRADE</b>	<b>VT/AC dependent upon qualifications</b>
<b>RESPONSIBLE TO</b>	<b>Faculty Manager</b>		
<b>JOB PURPOSE</b>			
<p>The teaching, training and assessment of students within Lifeskills Faculty to quality standards set by the Group. You will teach and manage one or more courses or groups of students and be responsible for the delivery and development of their curriculum, ensuring that students have an excellent experience throughout all stages of their learner journey, that students additional support needs are met and that students make progress towards their EHCP outcomes.</p>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<p><b>Planning &amp; organising</b></p> <ul style="list-style-type: none"> <li>• Teach, train and assess students within the Lifeskills Faculty to quality standards set by the College, acting as course tutor to full-time groups via face to face teaching delivery, 1:1 intervention, small groups and remote delivery. Teach, assess and plan for learning across multiple course elements including Wellness, Digital, Work Experience, Independent Living, Project Based Learning and Functional Skills.</li> <li>• Complete Faculty administration tasks to a high standard and meet expected deadlines for completion.</li> <li>• Monitor and support students' academic progress, including collection and follow up on attendance and punctuality, destinations data and tracking of learning progress.</li> <li>• Plan for teaching, learning and assessment that meets the individual additional support needs of students, incorporating their individual EHCP outcomes and specific therapeutic needs/targets.</li> </ul> <p><b>Communicating and Coaching</b></p> <ul style="list-style-type: none"> <li>• Support students to understand and maintain proper conduct.</li> <li>• Act as a first contact for students and support staff to discuss difficulties they may be experiencing, or highlight a student need, and support them in finding appropriate solutions.</li> <li>• Highlight to appropriate support staff and tutors' areas in which students may be experiencing difficulties and may need their support needs reviewed</li> <li>• Effectively communicate with the Faculty team and colleagues from across all campuses</li> <li>• Communicate with and build effective working relationships with colleagues from a variety of settings and disciplines in addition to building positive relationships with parents and/or carers.</li> </ul> <p><b>Teamwork &amp; team development</b></p> <ul style="list-style-type: none"> <li>• Work as part of a team within your Faculty, participating in student recruitment, including interviewing, attendance at shows and careers conventions, open days and other events, and attend team and college meetings and undertake staff development activities.</li> <li>• Work collaboratively with your Faculty Team and colleagues from other campuses to plan and develop teaching, learning and assessment</li> </ul>			

- Undertake any other duties as required and would be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade or post within the organisation.

**Compliance and quality management**

- Comply with course administrative requirements, keeping records of work, schemes of work, lesson plans, assessment schedules, registers, progress tracking and student details.
- Participate in Internal Verification; contribute to target setting, RAGG ratings and auditing monitoring processes.
- Accompany students on visits, field trips and similar activities in line with the College's policy and code of practice for educational visits.
- Ensure that all Health and Safety legislation is observed, including completion and adherence to risk assessments, COSHH assessments and Accident reports.

**Innovation & development**

- Participate in curriculum development meet the needs of changing industrial demand and curriculum planning.

**Environment and Culture**

- To ensure that all learners, parents and colleagues receive exemplary service and attention at all times.

**GROUP/ EMPLOYEE RESPONSIBILITIES**

- To always work and act in accordance with the group's Vision, Values and Strategic Plan
- To demonstrate professional behaviour and appearance at all times
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

**QUALIFICATIONS & EXPERIENCE**

Essential

- Level 3 or above qualification in relevant subject area or extensive experience of supporting/teaching students with SEND.
- Educated to Grade C/Level 4 GCSE level or L2 equivalent including Maths & English
- Can adapt to different working environments and can demonstrate alternative ways of working remotely.

Desirable

- Specialist qualification in SEND
- L3 or above teaching qualification

**TECHNICAL COMPETENCIES /SKILLS**

Essential

- Effective current Maths and English skills
- Ability to use software applications e.g. Word, Excel, PowerPoint, Access.
- An understanding of how people learn and the factors which affect their success, in particular those with SEND.
- Confident in the use of Virtual Learning Environment tools.

Desirable

- Confident in using a variety of platforms as a source of communicating with students.



***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

**Diversity Statement**

*Activate Learning recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

**Health & Safety Statement**

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

**Safeguarding Statement**

*Activate Learning is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*