



## Job Description

Title of Post	<b>Specialist Teacher</b>
Unit / Location.	<b>Frizinghall</b>
Responsible To	<b>Operations Managers</b>
Contract;	Permeant, subject to funding, Term Time only
Salary;	27,300 – 35,100 FTE

**Deadline for applications 20<sup>th</sup> August at 9:00am. Expected interviews Wednesday 25<sup>th</sup> August at JAMES Frizinghall.**

### **Prime Objectives, duties and commitments of the post**

- Review JAMES curriculum offer and ensure it is being delivered across the school.
- Support disadvantaged and vulnerable learners to achieve by delivering to small groups and on to one and tracking learning. (delivery will be minimal).
- Work with delivery staff and Operations Managers to create an action plan for embedding Functional Skills within our mechanic vocational setting
- Responsible for the delivery of accreditation at JAMES for Maths, English and Science and assessing work, marking exams and checking consistency of marking
- Support JAMES delivery staff to upskill and develop their range of teaching techniques and ideas
- Supporting JAMES staff to understand teaching techniques to be able to recognise pupils' additional needs and support them to overcome barriers to learning (specifically focusing on SEN and learners with additional needs)
- Support JAMES delivery staff to raise their expectations of young people in regards to academic attainment
- Assess the levels of students using Skills Forward and review and record to measure progress
- Support a more collective approach to teaching basic skills in English and mathematics to all pupils. Filling learners knowledge gaps from previous missing education. Establishing a consistency of teaching basic skills across

all areas of JAMES provision (garage and classroom). For example operating the same method of volume measurement in the classroom and the garage when changing oil in a vehicle or writing a letter to a garage about the requirements of a part for a vehicle

- Enable young people attending our vocational offer to develop and evidence Functional Skills progress
- Support the development of appropriate content for the range of JAMES learners; year 8 through to year 13, though most learners are operating at Entry 1 to Level 1
- Work together with the JAMES staff team to; accelerate learning, raise confidence and self-esteem, improve the progression pathways and infuse JAMES young people with a love of learning
- Work together with the JAMES staff team to support learners to understand the wide skill set which they have acquired while at JAMES, including essential and life skills
- To lead on and work together with JAMES staff, to measure incremental attainment and progression of learners
- Complete all reports, plans, timesheets and other documentation needed to evidence the programme and the work undertaken
- Link with partners where necessary; for example referring schools
- Utilise the environments which JAMES specialises in to create a unique offer to vulnerable learners in the district
- Manage your own diary and work on your own initiative.
- Be flexible in your working hours where the programme requires
- Provide enthusiastic leadership and a positive role model to inspire the JAMES staff team and young people
- Check your JAMES email regularly (1<sup>st</sup> name).(surname)@jamesuk.org
- Attend an induction, all relevant training, team meetings, supervisions and full staff meetings.
- Provide assistance and support in other project elements as required.
- Familiarise yourself with and follow all JAMES policies and procedures
- Work to policies, procedures and expectations of partner agencies and funders.
- Remain professional at all times (this includes outside of work hours).
- Complete timesheets and monitoring and submit to operations manager.
- Work in collaboration with other JAMES staff to create a holistic provision, sharing resources, equipment, skills and knowledge.

- Use IT to an acceptable standard including Word, Excel and PowerPoint and design resources and promotional material such as flyers and leaflets when necessary.
- Carry out such other duties as may reasonably be required from time to time by an Operations Manager.

**Responsibilities for Assets & Materials**

- Responsible for safe and efficient storage and use of all resources and equipment within your work remit including keeping files and exams safe.
- Ensure all capital such as petty cash, equipment, buses, and buildings are looked after, safe, clean (if appropriate) and protected.

**Received Supervision & Guidance**

- Work under the supervision of the Operations Managers, this should include supervisions and appraisals.

Staff Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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