



## Job Description and Person Specification

### PSE & Careers Teacher

<b>Title:</b>	<b>PSE &amp; Careers Teacher</b>
<b>Working with:</b>	Year 10 & 11 (KS4)
<b>Employed by:</b>	Open Box Education Centre
<b>Responsible to:</b>	The Principal
<b>Salary:</b>	£10,630 - £12,598 p.a. (FTE £26,576 - £31,496 p.a.)
<b>Hours:</b>	Part Time 2 days per week
<b>Work Base:</b>	Open Box Education Centre
<b>Start Date:</b>	4/11/2024 (September 2024 start date may be considered)
<b>Terms of employment:</b>	Permanent contract

#### AIMS:

1. To manage the PSE and Careers curriculum for Key Stage 4 students in a small specialist alternative education setting, with responsibility for:
  - The management of a programme of high quality and effective PSHE (including RSE) and Careers education for all students in the school.
  - The delivery of a full PSHE (including RSE) and Careers curriculum of learning up to QCF Level 2 to individuals, pairs or small groups of students.
  - The delivery of appropriate learning to individuals, pairs or small groups of students in at least one other enrichment subject or vocational area.
2. To build positive, respectful relationships with students; encourage high self-esteem and a sense of self-worth and provide a strong adult role model for the students.
3. To support and enable students who are neurodiverse or have experienced trauma, loss, rejection and other barriers to education to engage, learn, grow, heal, succeed and move into adulthood.

#### MAIN DUTIES AND RESPONSIBILITIES:

1. Plan and implement effective programmes of learning and produce appropriate teaching materials and resources based on individual need and ability to support progress within Personal, Social & Health Education (including Relationships and Sex Education), Careers Learning (including supporting students with the application process for further education, training or employment), and an additional subject.
2. Deliver structured, engaging teaching in PSHE (including RSE) and Careers to small groups of students or individuals at the appropriate level for each student, up to QCF Level 2.
3. Deliver structured, engaging teaching in an additional enrichment subject to small groups of students or individuals at the appropriate level for each student.
4. Work and plan in partnership with Learning Mentors to deliver effective learning activities and practical aspects within the PSHE curriculum that meet the needs of all students.
5. Coordinate visits from visitors and organisations to support the PSHE and Careers curriculum.
6. Regularly set appropriate targets for each student, assess students' work and report on student progress and attainment, with reference to EHCPs and Student Profiles.
7. Prepare reports and participate in reviews, where necessary.
8. Ensure students have an accurate baseline assessment on entry and that they make good progress in relation to this assessment.
9. Manage the teaching space, resources and displays to create a positive learning environment for all students, with respect to both educational experience and health and safety requirements.

**GENERAL DUTIES:**

1. Attend any relevant planning meetings with the Principal and colleagues.
2. Participate in appropriate meetings with parents as required.
3. Participate in Performance Management and undertake appropriate training.
4. Attend staff training meetings and training days, as published in the term dates for each academic year.
5. Contribute to the supervision of 'learning through play' using board and card games, on a rota basis.
6. Carry out a share of lunchtime supervisory duties in accordance with rotas.
7. Work effectively in accordance with the organisation's approach, ethos and Relationships Policy to create a safe and encouraging learning experience for all students.
8. Understand, respect and work within the foundational Christian ethos of the school.
9. Ensure all work is in accordance with the policies and procedures of Open Box Education Centre, including the safeguarding policy and guidance.
10. Any other reasonable duties commensurate to the level of the post as directed by the Principal.

<b>Person Specification: PSE &amp; Careers Teacher</b>		
<b>SKILLS, KNOWLEDGE &amp; EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant qualifications to support the teaching of PSE, RSE and Careers at KS4</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• A relevant PSHE or Careers qualification to support teaching to Level 2</li> <li>• Further relevant training or a qualification to support teaching students with SEND</li> </ul>
<b>Teaching and Learning skills</b>	<ul style="list-style-type: none"> <li>• High quality teaching skills</li> <li>• Ability to employ a range of skills and strategies to create an effective and engaging learning environment to motivate reluctant and/or disengaged students</li> <li>• Ability to use teaching skills flexibly to deliver learning in a range of subject areas</li> <li>• Ability to implement effective strategies to support young people with SEND or who have experienced trauma</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the impact of trauma and attachment on the developing brain and how this informs and shapes practice</li> <li>• An understanding of the impact of neurodiversity on learning and interaction.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of the KS4 PSHE curriculum and a secure understanding of statutory requirements relating to PSHE, RSE and Careers.</li> <li>• Up to date knowledge of child protection procedures</li> <li>• Knowledge of motivational teaching techniques that engage challenging and/or vulnerable learners</li> </ul>	

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of teaching the PSE, RSE and Careers curriculum at KS4 in mainstream schools or alternative education</li> <li>• Experience of teaching vulnerable young people with social, emotional and mental health difficulties, neurodiversity or complex special educational needs in an educational setting</li> <li>• Experience of working successfully with students with challenging behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience of teaching in Alternative Provision or specialist provisions</li> <li>• Significant experience of working with young people with social, emotional and mental health difficulties, neurodiversity or complex special educational needs and those with high levels of challenging behaviour in an educational setting</li> <li>• Experience of trauma-informed practices and a working knowledge of the impact of attachment on young people</li> </ul>
<p><b>Communication Skills</b></p>	<ul style="list-style-type: none"> <li>• Ability to relate appropriately, positively and respectfully to young people who present with a range of challenging needs and behaviour</li> <li>• Ability to remain calm, respectful and patient in the face of potentially angry, uncooperative or verbally abusive young people</li> <li>• Excellent communication skills and the ability to communicate effectively orally and in writing to a range of audiences</li> <li>• Ability to present topics to the school community with competence and confidence</li> </ul>	
<p><b>Effective Relationships</b></p>	<ul style="list-style-type: none"> <li>• Ability to implement effective strategies to build relationships with students and provide consistent responses, boundaries and expectations for safe and effective learning</li> <li>• An understanding that all behaviour is communication</li> <li>• Ability to maintain a secure, supportive and positive learning environment</li> <li>• An awareness that lifestyle, language, attitudes and behaviour have an impact on how young people see staff as role models</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of implementing effective strategies in line with the theories of trauma, attachment and the neuroscience of learning and relationship</li> <li>• Experience of the restorative process in changing behaviour and repairing relationships</li> </ul>
<p><b>Working as part of a team</b></p>	<ul style="list-style-type: none"> <li>• Ability to work with other staff effectively and positively</li> <li>• Ability to adapt and work flexibly in response to student needs</li> <li>• A commitment to the vision, values and aims of Open Box Education Centre and an understanding of, and willingness to work within, its foundational Christian</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of developing a curriculum to meet changing needs</li> </ul>

	ethos	
<b>Effective working</b>	<ul style="list-style-type: none"> <li>• Excellent personal organisation and time management skills</li> <li>• Ability to use a range of ICT software competently</li> <li>• Experience of using a range of concrete and visual resources to support high quality, flexible teaching and engage learners at all levels</li> <li>• Ability to reflect on practice and implement change where necessary</li> <li>• Ability to analyse data, set targets and monitor and evaluate progress</li> <li>• Ability to research topics, resources and exam board documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of what constitutes high quality in education provision and strategies for raising achievement for all students</li> <li>• An understanding of assessment strategies and the use of assessment to inform the next stages of learning</li> </ul>
<b>Safe Working</b>	<ul style="list-style-type: none"> <li>• Ability to manage equipment and safe practices in the teaching area in an organised way</li> <li>• Ability to work within the organisation's policies and procedures</li> <li>• An understanding of and commitment to promoting and safeguarding the welfare of students</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Empathy, care and a real desire to see our students succeed</li> <li>• A passion for learning, change and enablement</li> <li>• Infinite patience, flexibility and understanding</li> <li>• Resilience, confidence and personal strength</li> <li>• The confidence and sensitivity to teach difficult subjects within PSHE and RSE with clarity and openness</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to a church and a personal Christian faith</li> </ul>
Please show in your letter of application how you meet each of these requirements.		

## **SAFEGUARDING**

Open Box Education Centre is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment. Open Box Education Centre is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation. The information below provides pre-employment screening guidance for candidates applying for this job at Open Box Education Centre. Pre-Employment Checks appropriate to this Job Profile:

- **Identity**
- **Medical Screening**
- **References**
- **Qualifications**
- **Prohibition from Teaching**
- **Self-disclosure**
- **Enhanced DBS Check**
- **DBS Barred List Check**
- **Right to Work in the UK**
- **Childcare Disqualification Check**