

## Job Description and Person Specification

### Full Time Maths Teacher

<b>Title:</b>	<b>Maths 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>	£30,000 - £35,500 per annum – depending on qualifications and experience
<b>Hours:</b>	Full Time
<b>Work Base:</b>	Open Box Education Centre
<b>Start Date:</b>	1/9/24
<b>Terms of employment:</b>	Permanent contract

#### **AIMS:**

1. To manage the Maths 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 numeracy education.
  - The delivery of a programme of GCSE, Entry Level and Functional Skills Maths education.
  - The delivery of appropriate learning to individuals, pairs or small groups of students in maths and at least one other subject (preferably up to Level 2), enrichment activity or vocational area.
  - The coordination of numeracy across the curriculum, including supporting and training colleagues to deliver high quality numeracy support.
2. To contribute to the strategic work of the School Improvement Team and be willing to take on areas of responsibility within this team.
3. To contribute to a programme of Social, Moral, Spiritual and Cultural Learning for all students.
4. 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.
5. 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 maths and an additional subject.
2. Deliver structured, engaging teaching in maths up to GCSE and Level 2, and an additional subject (preferably up to Level 2), enrichment activity or vocational area, to small groups of students or individuals at the appropriate level for each student.
3. Work and plan in partnership with Learning Mentors to deliver effective learning that meets the needs of all students.
4. Regularly set appropriate targets for each student, assess students' work and report on student progress and attainment, with reference to EHCPs and Student Profiles.
5. Prepare reports and participate in reviews, where necessary
6. Ensure students have an accurate baseline assessment on entry, are assigned an appropriate learning pathway and that they make good progress in relation to these.

7. 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. Attend School Improvement Team meetings and contribute to whole school development initiatives.
3. Participate in appropriate meetings with parents as required.
4. Participate in Performance Management and undertake appropriate training
5. Contribute, where agreed, to morning 'assembly-style' presentations on current affairs, cultural learning and wider knowledge.
6. Contribute weekly to the supervision of 'learning through play' using board and card games, on a rota basis.
7. Carry out a share of lunchtime supervisory duties in accordance with rotas.
8. Work effectively in accordance with the organisation's approach, ethos and Relationships Policy to create a safe and encouraging learning experience for all students.
9. Understand, respect and work within the foundational Christian ethos of the school.
10. Ensure all work is in accordance with the policies and procedures of Open Box Education Centre, including the safeguarding policy and guidance.
11. Any other reasonable duties commensurate to the level of the post as directed by the Principal.

<b>Person Specification: Full Time Maths Teacher</b>		
<b>SKILLS, KNOWLEDGE &amp; EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A relevant maths qualification to support teaching to GCSE grade 9</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Further relevant training or a qualification to support teaching students with SEND.</li> </ul>
<b>Teaching and Learning</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 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 level of subject knowledge and a secure understanding of the requirements of the KS4 curriculum</li> <li>• Up to date knowledge of child protection procedures</li> <li>• knowledge of motivational teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the requirements of a range of exam specifications</li> </ul>

	techniques that engage challenging and/or vulnerable learners	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching Maths and one other subject at KS4 up to GCSE level and Functional Skills Level 2 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</li> <li>• Significant experience of working with young people with emotional, social and behavioural difficulties, neurodiversity or special educational needs and those with high levels of challenging behaviour</li> <li>• Experience of trauma-informed practices and a working knowledge of the impact of attachment issues on young people</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Ability to relate appropriately, positively and respectfully to young people who have 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>	
<b>Effective Relationships</b>	<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>
<b>Working as part of a team</b>	<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 contributing at a strategic level to the improvement of a school or other setting</li> <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 support students who have experienced a range of difficulties, 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**