



REDDISH VALE HIGH SCHOOL JOB DESCRIPTION



Post Title:	Transition Teacher
Responsible to:	Senior Leadership Team, SENDCO, Assistant SENDCO
Main purpose of the job	<ul style="list-style-type: none"> The post holder will work with students predominantly in year 7 who are struggling to make expected progress and present as vulnerable in a large, mainstream school. The role of the teacher is to deliver a curriculum that will ensure students are ready to take a full and active part in life in mainstream classrooms within Reddish Vale High School. The post holder is required to exercise their professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below

Key responsibilities

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD)
- To implement and deliver an appropriately broad, balanced, relevant differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment

Teaching

- To give a small group of students the platform to have a very successful secondary school experience, where previously additional needs including social communication difficulties may have been a barrier
- To assess student baseline levels and to implement specific strategies for these students in order to allow them the best possible opportunity to maximise their progress throughout secondary school.
- To plan high quality lessons and deliver consistently good and outstanding teaching and learning opportunities
- To secure outstanding outcomes for all students as a result of consistently good and increasingly outstanding teaching
- To establish a culture that promotes excellence, equality and high expectations for all students
- To provide an environment within Reddish Vale High School which is vibrant and provides a supportive culture to give students the very best chance of making rapid progress
- To ensure that their own lessons consistently model best practice, using a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To undertake an appropriate programme of teaching, focussing primarily upon the needs of the individual students and how best to make maximum progress
- To develop appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies to support transition into a full curriculum
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching
- To prepare and update materials
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, subject area and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required

Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department

- To contribute to the Department's development plan and its implementation
- To plan and prepare courses and lessons
- To use learning to develop new and effective approaches to teaching and learning across the SEN area and whole school
- To support with transition arrangements from Primary and internal reintegration

Staffing

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To seek out exceptional practice from other institutions so that we continually develop our practice
- To work collaboratively with colleagues
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support
- To work as member of a designated team and to contribute positively to effective working relations within the school

Quality Assurance

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required

Management Information

- To maintain appropriate records and to provide relevant accurate and up to date information for reports, registers etc.
- To use pupil data to inform teaching and learning

Communications and Liaison

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the school

Pastoral System

- To evaluate and monitor the progress of students and keep up to date student records as may be required
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour Management systems so that effective learning can take place

Form Tutor Responsibilities

- Complete registers accurately
- Monitor attendance and punctuality, including follow-up
- Monitor standards of uniform and personal appearance and address any issues as they arise
- Escort groups to assembly and attend assembly
- Responsible for the co-ordination of reports and other records
- Share information from the Head of Year to the tutor group in a prompt manner
- Encourage inter-form competitions and the participation of the tutor group in other school activities
- Activities supporting Learning in tutor periods
- Knowledge of the tutor programme

Safeguarding

- To be committed to safeguarding and promoting the welfare of students, including recording/reporting any concerns promptly and accurately.

Signed by Post Holder:	Date:
Signed by Headteacher:	Date:

PERSON SPECIFICATION

Transition Teacher

Attributes	Details	Essential/Desirable	Measure
Qualifications	Relevant teaching qualification	E	A
	Qualified Teacher Status	E	A
	Good degree in an appropriate discipline.	E	A
Experience	Experience of teaching pupils with a variety of SEND	D	A
	Experience of teaching pupils from P levels to year 8	D	A/R/I
	Evidence of significant successful teaching	D	A/R/I
Professional Knowledge, Skills and Ability	Excellent subject knowledge	E	A/R/I
	A knowledge of recent changes at key stage 2 and 3	E	A/R/I
	Sound knowledge of the National Curriculum including APP, AFL, intervention, differentiation and ICT	E	A/R/I
	Excellence in classroom practice	E	A/R/I
	Total commitment to raising the achievements and expectations of all students	E	A/R/I
	Proven ability to set targets and through systematic monitoring, review and evaluation, to see these targets achieved	E	A/R/I
	Commitment to team-work and responsive organisation of work, particularly working closely with learning support assistants	E	A/R/I
	Good ICT skills	E	A/R/I
	A lively and effective teaching style which engages and motivates young people	D	A/R/I
	Sound knowledge of special educational needs and disabilities e.g. dyslexia, autism, ADHD, speech and language	D	A/R/I
Personal qualities/Values	A love of teaching and an ability to inspire and guide enthusiasm for learning in students and colleagues.	E	A/R/I
	A deeply held conviction that schools should be inclusive and pupils with SEND should receive as broad and balanced a curriculum as possible	E	A/R/I
	A firm but fair approach to discipline	E	A/R/I
	Genuine care and respect for, and ability to ensure, the welfare of students	E	A/R/I
	Enthusiasm for broadening the experiences of pupils with SEND and developing their life skills	E	A/R/I
	The ability to work sensitively and effectively with a variety of people including parents, staff and wider community	E	A/R/I
	Understanding of and commitment to safeguarding and promoting the welfare of young people	E	A/R/I