

Job Description:

**Job Title: Teacher (Qualified)**

Salary: £31,059 - £39,092 fte depending on qualifications and experience

Responsible to: The Head teacher

Responsible for: Delivering the appropriate Haven School Curriculum

**Job Purpose**:

* To be responsible for delivering and developing the appropriate Haven School curriculum for KS3 students
* To develop and implement teaching and learning practices to raise student standards and progress so that qualifications are achieved.

**Specific Duties and Responsibilities:**

* To deliver high quality lessons enabling students to make good rates of progress
* To assess all students’ work, progress and attainment
* To organise your work space, its resources, student groupings and displays in order to provide a stimulating learning environment
* To develop high quality teaching materials and schemes of learning
* To direct the work of any allocated teaching assistants
* To forge links with employers and other providers to enhance the curriculum
* To liaise with Specialist Advisors regarding individual students
* To be a keyworker for named students and undertake all related tasks
* Haven staff are required to move between sites and may have to transport students. Consequently you must have access to an appropriately insured car (business insurance) and a clean driving licence. A DVLA check will be requested

**Generic Duties**:

In addition to the requirements of the post above, all members of the academic staff are required:

* to complete all associated organisation/administrative work, preparation and marking;
* to use strategies to support students to engage positively with their learning and address any immediate welfare problems where appropriate;
* to keep and maintain specified student and class records;
* to place, prepare, develop and evaluate courses and course materials, and where appropriate, supervise course provision;
* to assist with all administration, to include assessment, referrals, transition in and out, and on course requirements;
* to produce termly reports for all students;
* to attend meetings as scheduled;
* to participate in school activities as requested, including parents’ meetings;
* to participate and undertake Staff Performance Management and in-service training based on an assessment of individual needs;
* to meet the requirements of the Health & Safety at Work Act 1974 and the school’s Health & Safety Procedures;
* to undertake such other duties as may be reasonably required commensurate with the grade of the appointment.