

JOB DESCRIPTION

Post Title	TRANSITION TEACHER
Responsible for	Delivering high quality teaching & learning to ensure that all students reach their full potential.
Responsible To	Deputy Headteacher
Salary	MPS / UPS
Start Date	September 2019
Note	In addition to the duties summarised in the job description, please refer to the current year's statutory conditions of employment of school teachers in England and Wales (prepared by the Secretary of State for Education and Skills).

DUTIES AND RESPONSIBILITIES AS A TEACHER:

- Support the aims and objectives of Cumbria Education Trust, modelling trust values in your professional conduct
- Create a stimulating, inclusive and well managed learning environment that enables students of all abilities to learn and thrive.
- Be a supportive and effective member of the department and academy community
- Follow policy regarding planning, teaching, assessment, reporting and recording in relation to your students and classes
- Ensure that work is appropriately differentiated to support progress and is well matched to the needs of your students
- Attend meetings and undertake supervision duties as required
- Be a Form Tutor to an identified group and support the year team with pastoral care, behaviour and attendance as appropriate
- Actively participate in the development and production of programmes of study, schemes of work, lesson planning and resource preparation alongside departmental colleagues
- Attend parents' evenings, open days and celebration events as required

DUTIES AND RESPONSIBILITIES AS TRANSITION TEACHER:

- Deliver programmes of study as directed and set out in the departmental schemes of work
- Teach KS3 students preparing them for the next stage of their education or training
- Attend departmental meetings and make a positive contribution to the transition team
- Act in accordance with the duties for a classroom teacher as laid down in the most recent School Teachers' Pay and Conditions Document.
- Follow policies and procedures expected of teachers.

OTHER DUTIES:

- To take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School's own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills.

- To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the school for the post-holder's individual or shared use in the performance of his/her duties including computer equipment.
- To be involved in the appraisal procedures either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally.
- To positively promote the academy and actively support its aims and objectives.
- To undertake any other tasks which may reasonably be regarded as being within the nature of the duties and responsibilities of the post defined above, subject to the proviso that any significant and permanent changes shall, after satisfactory negotiation by both parties, be incorporated into a revised job description in specific terms.

Assessments and reports

- providing or contributing to oral and written assessments, reports and references for students

Performance management

- participating in statutory arrangements for appraisal

Review, further training and development

- reviewing from time to time methods of teaching and programmes of work
- participating in arrangements for training and professional development

Educational methods

- advising and co-operating on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements

Discipline, health and safety

- maintaining good order and discipline among students and safeguarding their health and safety

Staff meetings

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

Public examinations

- participating in all arrangements for public examinations

Person Specification

Post Title: Transition Teacher

The following qualities and aptitudes are sought in the successful candidate

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> The successful candidate should be qualified to degree level. 	
<ul style="list-style-type: none"> The successful candidate should have a relevant teaching qualification (QTS, PGCE, Cert Ed, BEd). 	
<ul style="list-style-type: none"> The successful candidate should be primary trained. 	
Experience and skills	
<ul style="list-style-type: none"> Experience of teaching a 'transition' group over an extensive range of subjects across the curriculum. 	
<ul style="list-style-type: none"> Previous experience of teaching in Primary and Secondary Schools. 	
<ul style="list-style-type: none"> A thorough knowledge of and enthusiasm for the requirements of transition students. 	
<ul style="list-style-type: none"> Experience of teaching groups with a high proportion of students with SEND. 	
<ul style="list-style-type: none"> Excellent written and oral communication skills in a variety of contexts (students, parents, colleagues etc) are sought. 	
<ul style="list-style-type: none"> The successful candidate will be required to lead and work effectively in a close knit team. 	
<ul style="list-style-type: none"> Commitment to continuous review and curriculum development is sought. 	
<ul style="list-style-type: none"> Candidates should have a forward-looking approach to management and teaching and have drive, initiative and the ability to respond quickly to further developments in education within school. 	<ul style="list-style-type: none"> An understanding of the changing school environment and national issues will be an advantage.