

the GREENROOM school

JOB TITLE: Teacher
LOCATION: Windsor, Berkshire or Kingsley, Hampshire
REPORTING TO: Head of School

PURPOSE OF THE ROLE:

To facilitate and have responsibility for an assigned group of young people. To produce bespoke schemes of work for this group, and ensure they are followed and monitored so that the students have the best chance of success when they return to school, college or the workplace. To ensure the safety and welfare of the students, during on-site and off-site activities. To promote the aims of our organisation, and reinforce our ethos. Most importantly inspire our students to be kind, brave and honest and true to themselves.

MAIN DUTIES & RESPONSIBILITIES:

To create a caring, supportive and stimulating environment which is conducive to learning.

To be the expert in your subject area and deliver informative and engaging subject matter.

Act as mentor to all students building positive relationships with them. Provide pupils with time to talk and in response guidance and kindness.

To plan and prepare lessons/workshops/sessions that will deliver breadth, balance and inspiration in subject area in group and 1-2-1 lessons.

To identify clear objectives and learning outcomes, with appropriate challenge and expectations. If this is to result in an award or qualification, to follow the regulations of the awarding body and keep the school informed of any requirements.

To reinforce boundaries at all times, and ensuring safety and well being.

To plan opportunities to develop spiritual, moral, social, cultural, emotional and sporting needs of each student.

To maintain a regular system of monitoring, assessment, and reporting of progress.

To ensure effective use of support staff within sessions, briefing them on expectations prior to lessons.

To communicate with parents and appropriate agencies, to contribute positively to the life of the young person.

To participate in staff briefings and team meetings where appropriate.

To take part in the wide range of events, trips and activities on offer throughout the year.

This is a full time (40 hours per week) term time role, 8:30am - 4:30pm.

As the school develops, additional tasks may be required and added to this job description.

KEY CRITERIA:

This position requires a calm, polite, non-judgemental person who can work quickly and precisely, can multi-task and organise their work despite interruptions to deliver to deadlines.

It is a busy and varied role which suits a person who can rapidly re-prioritise depending on the circumstances at the time, and consequently has excellent attention to detail.

In addition we require excellent interpersonal skills to liaise with colleagues and visitors, and clear precise written and verbal communication skills.

Good literacy and numeracy skills are essential, with knowledge of the Google Suite, and Arbor an advantage. Experience of working with Health and Safety standards, an advantage.

We are committed to safeguarding and promoting the welfare of children, young people and animals and expect all staff to share this commitment. This post is subject to an enhanced DBS check.