|  |  |
| --- | --- |
| Lead Teacher **Job Description and Personal Specification** | |
| **Role:** | Lead Teacher (QTS) |
| **Place of work:** | **Catch22 College:** |
| **Hours of work:** | Monday to Friday, 37 hours per week |
| **Direct Reports:** | Teacher, Recruitment and Progression Officer, and Administrator |
| **Reports to:** | Lead Teacher |
| **Level of screening:** | Enhanced DBS |
|  | |
| About Catch22 | |

A forward looking social business, Catch22 has more than 200 years’ experience of providing public services that help people turn their lives around. We work with troubled and vulnerable people, helping them to steer clear of crime or substance misuse, do the best they can in education or employment and play a full part in their family or community. Our vision is a strong society where everyone has a good place to live, a purpose and good people around them, no matter what their background.

**Catch22 College**

Our Catch22 College is the collective name for 10+ sites we have across the country delivering academic and vocational training programmes for young people aged 16+ who, for whatever reason, are not suited to a mainstream college setting. Our College Site, like our all our other College sites, provides students with a highly supportive environment where they have access to opportunities to build up their confidence and self belief, and to gain new skills and experiences that will help them to achieve their goals in life. We exist to help our students *find their future*.

|  |
| --- |
| Role Summary |

To provide effective leadership and management on a specific site for a College for 14-19 year olds, delivering a safe and secure education provision for students with complex needs and behaviours.

To be the driver in behaviour management and student support for complex and vulnerable students.

To manage the educational environment, which supports and motivates students with complex needs, whilst they undertake a high quality and aspirational curriculum.

To drive performance and outcomes in engagement, curriculum, quality of teaching, safety, achievement and progression.

To be willing to teach a minimum of 2 days per week and 3 days fulfilling the leadership and management responsibilities.

To work with the Operations Manager to ensure that the College’s overall effectiveness is judged by OFSTED as consistently good or outstanding.

|  |
| --- |
| Main Duties & Accountabilities |

Our Lead Teacher will have critical accountabilities, which are:

Teaching and learning:

* Teach entry level ESOL
* Create an inspirational learning environment with high expectations of learner attendance, achievement, success and progression.
* Implement the agreed curriculum and be accountable for its quality as defined by the Catch22 college offer, the commissioner and the individual needs of the students.
* Engage with parents regarding the progress of learners, ensuring that they are engaged and supportive in all aspects of our delivery.
* Build effective and supporting relationships with students and families/carers; embed that trust and support within the education process.
* Be the lead professional and drive the multi-agency support for every child; leading to create and maintain an environment conducive to learning.
* Ensure that lessons are well planned and enable learners to achieve and progress.
* Be the role model for inclusive learning and the recognition and celebration of diversity.
* Through the assessment process, ensure that learners’ needs are identified, oversee the development of IEPs and implement strategies to monitor performance regularly and effectively.
* Manage, implement and monitor the timetable, so that teachers and support staff are deployed effectively and efficiently, ensuring learner success.
* Ensure at least good outcomes for all pupils.
* Oversee and co-ordinate the development of your subject(s) area.
* Plan, produce and update schemes of work to meet curriculum, inspection, and accreditation requirements, taking into account guidance from the DfE and other regulatory bodies to ensure compliance with all current requirements.
* Prepare and deliver lessons and learning activities to individuals and groups of learners as required by the curriculum/timetable that are informed by relevant and up to date subject and curriculum knowledge.
* Reflect the wide range of needs of students within your classroom.
* Use a range of teaching and learning strategies and resources in line with the College’s teaching and learning policy adapted to learners’ individual needs
* Implement and maintain systems for monitoring and evaluating learning activities to ensure they are effective and worthwhile and best practice is maintained.
* Support and guide learners so that they can reflect on their learning, identify the progress they have made and set positive targets for improvement.
* Maintain good order and discipline among the students, safeguarding their wellbeing. Set high expectations for behaviour and be responsible for behaviour management.
* Work as part of a team to ensure effective pastoral support for learners.
* Ensure the effective use of support staff within the classroom.
* Ensure that staff undertake relevant administrative tasks associated with the teaching function, including examination/accreditation entries for learners, registration and invigilation.

Leadership and management:

* Act as role model; champion Catch22’s vision and values.
* Manage and analyse performance data and report to Operations Manager. Take appropriate actions to address areas of underperformance.
* Be the lead for improving the quality of teaching and learning by following and implementing the College’s observation of teaching and learning procedures.
* Manage and implement the contribution review process by setting targets for individual and team performance. Manage direct reports and deal staff underperformance effectively and timely.
* Support the training and development of staff to ensure the delivery of outstanding teaching and learning.
* Lead and manage the team in regards to safeguarding, ensuring all Catch22 safeguarding and child protection processes are followed, and that all staff are compliant with all statutory training.
* Manage pupil behavior on-site and lead in the development of individual and whole College behavior plans.
* Ensure that appropriate behaviour strategies and training is completed when required.
* Work with the Recruitment and Progression Officer to manage the referral process.
* Support recruitment, coach, develop, motivate and manage direct reports in line with employment policies, procedures and best practice.

Other duties:

* Take on thematic lead according to local need.
* Any other duties that may reasonably be required to deliver this role.

**Specific Requirements**

* The post holder must have a driving licence and be able to drive as part of the role

**Contributing to the overall success of the Catch22 College:**

To do this, our Lead Teacher will:

* Share our vision and values – they will help us to create a culture of trust and respect between all staff and all students, where students are treated as young adults who need some support to prepare for independence and for the world of work,
* Be flexible and ready to get stuck in! – The Catch22 College: team is small, but aspires to be the best. For this reason, every members of the team must be committed to working collaboratively flexibly, sometimes covering each other or going the extra mile to have the best possible impact for our students.
* Be committed to safeguarding and promoting the welfare of learners and expect all staff to share this commitment.

|  |
| --- |
| Organisational Relationships |

Our Lead Teacher will:

* Report directly to the Catch22 College: Operations Manger
* Line manage Teachers, Recruitment and Progression Officer, Administrator and other staff as required.
* Develop positive relationships with students, parents/carers, external agencies (e.g. social services) and other key stakeholders.
* Develop positive relationships with key personnel in the Catch22 Group. From time to time, work in partnership with other Catch22 staff across the country focused to share best practice, lessons learned, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| Catch22 College Lead Teacher: Person Specification | | | |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **QUALIFICATION** | A recognised QTS qualification (or willing to work towards), .  Degree in related subject.  Designated Safeguard Lead |  | Certificate  Interview |
| **KNOWLEDGE/ EXPERIENCE** | Significant experience of Teaching and Planning  Experience of working with a cohort of young people including those with complex, high behavior and additional learning needs.  Experience with safeguarding procedures and promoting the welfare of learners.  Extensive behaviour management experience with students who have complex needs and extreme behaviour.  Line management experience, setting KPIs and conducting regular supervisions.  Relevant classroom teaching experience. | Experience of working with disengaged or hard to reach young people aged between 14 and 19 years old. | Interview |
| **SKILLS & ABILITIES** | A clear understanding of the Study Programme and application.  A robust knowledge of behavioural techniques and theories and their application.  Knowledge of the statutory requirements of equality and Diversity ,health and safety, safeguarding and child protection.  A sound knowledge of planning and assessment techniques.  A secure knowledge and understanding of subject(s)/curriculum area(s) and related pedagogy.  An extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential. |  | Interview |
| **OTHER** | Ability to work effectively with students with complex needs  Ability to communicate effectively both in verbal and written form.  Ability to effectively use a variety of teaching and organisational styles and resources, including ICT to deliver outstanding teaching and learning  Ability to work as part of a team to deliver a holistic educational package.  Ability to cope with emotionally demanding situations.  Ability to manage your time effectively.  Flexible creative and adaptable approach.  Ability to build positive and professional relationships with students, colleagues, parents/carers and other stakeholders as appropriate. |  | Interview |