



Job Description
ALTERNATIVE PROVISION TEACHER

Title:	Alternative Provision Teacher
Working with:	Year 10 & 11 (KS4)
Employed by:	Open Box Education Centre
Responsible to:	The Principal
Salary:	£28,392 - £33,087 Full Time Equivalent, depending on qualifications and experience
Hours:	Part Time 2 or 3 days per week (to be negotiated)
Work Base:	Open Box Education Centre
Start Date:	30/10/23
Terms of employment:	Fixed Term Contract

AIMS:

- To teach bespoke literacy-based learning in a range of subject areas for Key Stage 4 students, in pairs, small groups or individually, including:
 - The delivery of a range of humanities-based lessons within our Personal Project enrichment curriculum for students working at Entry Level up to Level 2.
 - The delivery of literacy-based learning to support students working at Entry Level up to Level 2 Functionals Skills and GCSE
 - The delivery of appropriate learning to individuals, pairs or small groups of students in at least one other enrichment subject.
- To work in partnership with the full time English teacher to enable the delivery of the Functional Skills and GCSE curriculum and to promote literacy across the curriculum.
- To provide literacy-based learning support for other lessons, where required.
- To deliver outreach tuition in key skills for hard-to-reach students and poor attenders, as and when required
- To build positive, respectful relationships with students; encourage high self-esteem and a sense of self-worth and provide a strong adult role model for the students.
- To support and enable students who are neurodivergent, or have experienced trauma, loss, rejection and other barriers to education to engage, learn, grow, heal, succeed and move into adulthood.

MAIN DUTIES AND RESPONSIBILITIES:

- Plan and implement effective programmes of learning and produce appropriate teaching materials and resources based on individual need and ability to support progress within our literacy learning curriculum, including Personal Project, Humanities and English.
- Deliver structured, engaging teaching to small groups of students or individuals at the appropriate level for each student, up to GCSE and Level 2, in Personal Project, Humanities and English, and one other enrichment area.
- Liaise with the full time English teacher to establish excellent resources that support rapid literacy progress and to promote literacy learning across the school.
- Plan, prepare and deliver outreach tuition in key skills, when required, in response to student need and to support students with poor attendance
- Work and plan in partnership with Learning Mentors to deliver effective learning that meets the needs of all students.
- Regularly set appropriate targets for each student, assess students' work and report on student progress and attainment, with reference to EHCPs and Student Profiles.
- Prepare reports and participate in reviews, where necessary.



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8. Ensure students have an accurate baseline assessment on entry and that they make good progress in relation to this assessment.
9. Manage the teaching space, resources and displays to create a positive learning environment for all students, with respect to both educational experience and health and safety requirements.

GENERAL DUTIES:

1. Attend any relevant planning meetings with the Principal and other staff.
2. Participate in appropriate meetings with colleagues as required.
3. Participate in Performance Management and undertake appropriate training.
4. Attend staff training meetings and training days, as published in the term dates for each academic year.
5. Contribute to the supervision of 'learning through play' using board and card games, on a rota basis.
6. Carry out a share of lunchtime supervisory duties in accordance with rotas.
7. Work effectively in accordance with the organisation's approach, ethos and Relationships Policy to create a safe and encouraging learning experience for all students.
8. Understand, respect and work within the foundational Christian ethos of the school.
9. Ensure all work is in accordance with the policies and procedures of Open Box Education Centre, including the safeguarding policy and guidance.
10. Any other reasonable duties commensurate to the level of the post as directed by the Principal.

Person Specification: Alternative Provision Teacher

SKILLS, KNOWLEDGE & EXPERIENCE	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A relevant qualification to support teaching English, Humanities and Literacy-based Learning at KS4 	<ul style="list-style-type: none"> • Qualified Teacher Status • Further relevant training or a qualification to support the role
Teaching and Learning	<ul style="list-style-type: none"> • High quality teaching skills • Ability to employ a range of skills and strategies to create an effective and engaging learning environment to motivate reluctant students • Ability to use teaching skills flexibly to deliver learning in a range of subject areas • Ability to implement effective strategies to support young people with SEND or who have experienced trauma 	<ul style="list-style-type: none"> • An understanding of the impact of trauma and attachment on the developing brain and how this informs and shapes practice
Knowledge	<ul style="list-style-type: none"> • Excellent level of subject knowledge and a secure understanding of the requirements of the KS4 curriculum • Up to date knowledge of child protection procedures • knowledge of motivational teaching techniques that engage challenging or vulnerable learners 	<ul style="list-style-type: none"> • Knowledge of the requirements of a range of exam specifications
Experience	<ul style="list-style-type: none"> • Experience of teaching literacy-based subjects at KS4 up to GCSE level and Functional Skills Level 2 in mainstream schools or alternative education • Experience of teaching vulnerable young people with social, emotional and mental health difficulties, neurodiversity or complex special educational needs in an educational setting • Experience of working successfully with students with challenging behaviour 	<ul style="list-style-type: none"> • Experience of teaching English Language, English Literature and/or Humanities at KS4 up to GCSE level and Functional Skills Level 2 in mainstream schools or alternative education • Successful experience of teaching in Alternative Provision • Significant experience of working with young people with emotional, social and behavioural difficulties, neurodiversity or special educational needs and those with high levels of challenging behaviour • Experience of trauma-informed practices and a

		working knowledge of the impact of attachment issues in young people
Communication Skills	<ul style="list-style-type: none"> • Ability to relate appropriately, positively and respectfully to young people who have a range of challenging needs and behaviour • Ability to remain calm, respectful and patient in the face of potentially angry, uncooperative or verbally abusive young people. • Excellent communication skills and the ability to communicate effectively orally and in writing to a range of audiences 	
Effective Relationships	<ul style="list-style-type: none"> • Ability to implement effective strategies to build relationships with students and provide consistent responses, boundaries and expectations for safe and effective learning • Ability to maintain a secure, supportive and positive learning environment • An awareness that lifestyle, language, attitudes and behaviour have an impact on how young people see staff as role models 	<ul style="list-style-type: none"> • Experience of implementing effective strategies in line with the theories of trauma, attachment and the neuroscience of learning and relationship • Experience of the restorative process in changing behaviour and repairing relationships
Working as part of a team	<ul style="list-style-type: none"> • Ability to work with other staff effectively and positively • Ability to adapt and work flexibly in response to student needs • A commitment to the vision, values and aims of Open Box Education Centre and an understanding of, and willingness to work within, its foundational Christian ethos. 	<ul style="list-style-type: none"> • Experience of planning a curriculum to meet changing needs
Effective working	<ul style="list-style-type: none"> • Excellent personal organisation and time management skills. • Ability to use a range of ICT software competently • Ability to reflect on practice and implement change where necessary • Ability to analyse data, set targets and monitor and evaluate progress • Ability to research topics, resources and exam board documentation. 	<ul style="list-style-type: none"> • Knowledge of what constitutes quality in education provision and strategies for raising achievement for all students • An understanding of assessment strategies and the use of assessment to inform the next stages of learning
Safe Working	<ul style="list-style-type: none"> • Ability to manage equipment and safe practices in the teaching area in an organised way. • Ability to work within the organisation's policies and procedures. • An understanding of and commitment to promoting and safeguarding the welfare of students 	



<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Empathy, care and a real desire to see our students succeed • A passion for learning, change and enablement • Infinite patience, flexibility and understanding • Resilience, confidence and personal strength • The confidence and sensitivity to support students who have experienced a range of difficulties, with clarity and openness 	<ul style="list-style-type: none"> • A commitment to a church and a personal Christian faith.
<p>Please show in your letter of application how you meet each of these requirements.</p>		

SAFEGUARDING

Open Box Education Centre is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment. Open Box Education Centre is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation. The information below provides pre-employment screening guidance for candidates applying for this job at Open Box Education Centre. Pre-Employment Checks appropriate to this Job Profile:

- **Identity**
- **Medical Screening**
- **References**
- **Qualifications**
- **Prohibition from Teaching**
- **Self-disclosure**
- **Enhanced DBS Check**
- **DBS Barred List Check**
- **Right to Work in the UK**
- **Childcare Disqualification Check**