

JOB DESCRIPTION: **Personalised Learning Teacher – KS3/4**

RESPONSIBLE TO: **Assistant Vice Principal(s)**

GRADE: **TMS (SEN point)**

1. PURPOSE OF JOB

- To help promote the effective education of students who require more flexible provision by developing and leading a personalised curriculum offer, both online and in person for KS3 and KS4 students.

2. MAIN DUTIES AND RESPONSIBILITIES

- To work with the Assistant Vice Principal(s) by planning, delivering and evaluating the academic curriculum of individual students who require flexible provision.
- To teach individuals online or in person, onsite or at alternative venues, a range of core GCSE subjects and alternative accreditations.
- To help prepare reports on progress and development of these programmes and be involved in regular ongoing assessments and review meetings, both of individual students and programmes.
- Work effectively with staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the VLC. Provide effective support for all other members of the VLC staff by sharing own knowledge and expertise in a professional and constructive manner.
- Take an active role in supporting and developing a culture of team working for the benefit of students', both individually and collectively.
- Participate in staff meetings and contribute to the development of policies and procedures related to classroom management.
- Contribute to the development and maintenance of VLC policies, which encourage positive student behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.
- Communicate with parents and other designated carers about the care and education of their children. Promote partnership working between home and VLC and make home visits if appropriate.
- Develop and maintain effectiveness as a member of VLC staff by taking responsibility for own continuing professional development.

3. QUALIFICATIONS AND EXPERIENCE

- Secondary teaching qualification and/or degree/professional qualification.
- Experience of delivery of GCSE qualifications.

4. SUPERVISION

- The post holder does not have supervisory responsibilities for other staff.
- Overall supervision for this post is received from the Assistant Vice Principal(s), in Phase 2 and Phase 3.

5. JOB CONTEXT

- Travel between learning venues as required in own vehicle, sometimes transporting students.

6. SPECIAL NOTES OR CONDITIONS

- All Voyage Learning Campus employees are responsible for promoting and safeguarding the welfare of children and young people.
- Voyage Learning Campus is a multiple site school, and although the post holder will generally work within a specific site they may be required to work from an alternative site, when necessary, to support the efficient running of the Campus.
- The post holder will be required to generally work without direct supervision and use their own initiative. Much of the work undertaken is of a highly confidential nature. The post holder must at all times maintain confidentiality and should be aware that, given the nature of the services provided by the Campus they may on occasions be exposed to information that they may find upsetting.
- The ability to drive and transport students is essential.
- This job description only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out. The job description is current at the time of publication and can be reviewed