Job Description and Personal Specification

Job Title:	**Teacher**
Pay Range:	**Reboot Teacher Pay Scales**
Working Days and Times:	• **3 days a week (Monday to Wednesday)** • **9.00 am to 3.00 pm.**
Based at:	**Reboot Education's Ipswich Campus**
Reports to:	**Reboot Education's CEOs.**
Job Purpose:	• **To deliver bespoke lessons using technology to engage students in learning.** • **To adapt learning to meet the needs of the students.** • **To ensure codes of practice, Reboot Education's policies and procedures are appropriately followed.**
Principal Accountabilities:	• **To work with individuals or small groups of students under the direction of the Director of Education and Director of Inclusion.** • **To help with writing weekly/ termly reports to inform parents/ carers and professionals of student's progress.**

General Teaching Responsibilities

- Comply with all of Reboot Education's policies and procedures, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, and reporting concerns to the company CEOs.
- Establish constructive relationships and be supportive of, and sensitive to, the needs of colleagues, students, and the wider provision community.
- Encourage interaction and teamwork within the provision, attend relevant provision meetings as required, share ideas and new initiatives.
- Remain alert to students' pastoral needs and provide support, in conjunction with Reboot Education's Director of Inclusion and Student Support Assistants;
- Proactively uphold the Reboot Education's behaviour policy; high standards of behaviour should be expected at all times;
- Work as part of the Reboot Education's teaching team and actively behave as a team member to support colleagues;
- Oversee and work closely with Student Support Assistants, setting out tasks appropriate to the assistant's role and ability; supervise the work of support staff, students and voluntary helpers as required;
- Ensure that the learning spaces provide a welcoming and stimulating environment to students and adults.
- Play an active role in the full life of Reboot Education.

Main Duties

- To plan and prepare lessons and schemes of work in accordance with Reboot Education's policy, ensuring a variety of learning opportunities for the development of key skills;
- Maintain individual records of student's experiences and achievements in the lessons taught by you and use data to inform future planning;
- Contribute, as required, to the annual review process including the writing of reports in accordance with Reboot Education policy;
- Prepare, implement and monitor individual learning plans for students in accordance with Reboot Education policy;
- Work collaboratively with colleagues, parents/carers, educational psychologists, therapists, social services and other outside agencies who may be involved with students for whom you have a responsibility;
- Have a thorough awareness of and regard for the confidential nature of many aspects of the provision's information relating to individual students;
- Co-operate with colleagues to ensure the achievement of the aims of Reboot Education;
- Promote positive student behaviour in line with Reboot Education's policies;
- Take part as required in meetings in relation to the curriculum and organisation of the Reboot Education;
- Participate in professional development as planned by Reboot Education's CEOs and take responsibility for own development;
- Ensure the activities in which students are engaged are conducted in a disciplined, safe and healthy environment and in line with the provision policy;
- Undertake full safeguarding checks and training. Report safeguarding concerns to the CEOs and liaise with Social Care colleagues as required.
- Supervise students for limited and specified periods during break times when the post-holder should facilitate games and activities.
- Assist with escorting students on educational visits.
- Assist with supporting students on arrival moving from their taxi and when leaving at the end of the day.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the company CEOs to carry out appropriate duties within the context of the job, skills and pay grade. Reboot Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff are required to complete a Disclosure & Barring Service (DBS) application and references. This job description will be reviewed annually and may be subject to a change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of Reboot Education in relation to the post-holder's professional responsibilities and duties.

Name of Employee:

Signed Employee: _____ Date Signed: _____

Signed Employer: _____ Date Signed: _____