

Job Description
English & Maths Teacher
(Full-Time Position)

Full Time Salary: £24,000 – £28,000 per annum (depending on experience)

Work Hours: 40 hours per week

Location: Cornerstone House, 14 Willis Road, Croydon CR0 2XX

Reporting to: Contract Manager

Purpose:

- To teach Functional Skills English qualifications to young people and adults in preparation for them re-entering, accessing further education, apprenticeships, or work
- To teach PSD and Employability Skills and other timetable lessons as required
- To develop and manage our core English and Maths curriculum, ensuring it meets the needs of all learners

Mission Statement:

To deliver the highest quality provision of education and support to help people thrive in their challenging environment.

Our Values:

Quality: The Write Time is committed to ensuring that all operational activity evidences a high quality service, customer satisfaction and positive impact on individual's lives.

Support: Ensuring that all young people have someone within The Write Time that is a positive role model who they can trust, listen, and direct them on the right path.

Education: The Write Time will allow young people to find their self-belief and confidence to want to succeed the best they can in education.

Environment: The Write Time will empower young people through Personal Development activities to stretch their comfort zones to better their lives.

Raising the Profile: The Write Time will become the provider of choice (in London) for prime contractors, Local Authorities, employers and Central Government.

Job Purpose:

- To carry out the professional duties of a teacher as circumstances may require in accordance with The Write Time's policies under the direction of the Managing Director
- Focus on the quality of the learner journey and develop excellence in teaching and learning incorporating The Write Time's values
- To provide operational direction and support for The Write Time's programs, ensuring growth of provision through partnerships with existing and new colleges and training providers
- Promote a vibrant culture with an uncompromising commitment to excellence and fully integrated support and development services, reflecting the needs of those accessing the service
- To work as a part of a multi-disciplinary team that works with young people to help identify and meet their personal, learning and work needs

KEY ACCOUNTABILITIES:

Main Duties:

1. To provide a high quality learning experience for young people and adults through effective and innovative teaching of Functional Skills English and Maths qualifications at various levels, as well as Employability, PSD lessons and general curricular support
2. To teach learners with emotional, behavioural and social difficulties and ensure access to the curriculum, using, as appropriate:
 - a. differentiated learning tasks
 - b. counselling and other therapeutic strategies (training provided)
3. To motivate and sustain interest, promote improved application to learning, develop self-esteem and raise the standards of achievement of learners with emotional, behavioural and social difficulties
4. To perform the following Functional Skills and employability administration duties: monitor and record student progress; liaise with staff and management regarding

qualification entries; manage the running of assessments and exams with staff/management support

5. To prepare appropriate lesson plans, tracking schemes of work and evidence to support the achievement of qualifications
6. To prepare learners for re-engaging into education or to achieve qualifications so as to access further education, work, and /or an apprenticeship
7. To provide support during other timetabled lessons
8. To ensure that detailed learning records and ILPs are maintained and that hard copy documentation is held, including all evidence required by The Write Time
9. To ensure relevant vocational elements are embedded into the curriculum as per The Write Time's curriculum policy
10. To work with colleagues to ensure there is feedback regarding learners attendance, behaviour and attainment, which helps identify any problems that may cause the learners to disengage with education
11. To carry out any other reasonable requests by management, consistent with the nature the role
12. Take ownership of personal continuing professional development (CPD) to maintain professional standards
13. Be willing to work outside normal hours from time to time in-line with standard teaching practice

In Common with other staff:

- To read and support all The Write Time's policies including safeguarding and equal opportunities and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in our services
- To carry out all duties in accordance with Health & Safety and safeguarding requirements
- Provide advice and support for non-specialist colleagues



- To ensure that the highest standards are provided at all times.
Promote a vibrant culture with an uncompromising commitment to excellence and fully integrated support and development services, reflecting the needs of those accessing the service
- To work as a part of a multi-disciplinary team that works with learners to help identify and meet their personal, social, learning and work needs
- Follow the lead from line management to ensure that all performance and contractual targets are met and exceeded ensuring that all client data is recorded in a timely and accurate manner
- Your approach to work should demonstrate and reflect The Write Time's values

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the line manager, within the grading level of the post and the competency of the post holder.