



Job Description

engaging
potential

Job Title: Freelance Teacher
Responsible To: Lead Teacher
Responsible For: N/A

Key Objectives:

- a) To provide an effective and welcoming learning environment
- b) To build learning relationships based on trust and respect
- c) To plan effectively in order to meet individual learning needs

Key Activities

- To plan and structure individual learning experiences, including curriculum mapping, schemes of work and lesson plans
- To plan sessions with clear and suitable learning objectives that form part of the appropriate scheme of work
- To promote, facilitate and encourage individual learning and group learning
- To prepare sessions which build on previous learning and which encourage students to question
- To identify appropriate teaching and learning techniques, using appropriate assessment methods to measure learning and achievement
- To review the learning process with learners, within the education team and with mentors
- To keep tracking and reporting documents up-to-date as required by the reporting cycle
- To select and develop resources to ensure well-prepared, interesting and relevant learning
- To plan for future practice and assist the development, organisation and review of learning
- Good subject knowledge and an understanding of current education requirements
- To monitor, record and report student progress and attainment at regular intervals in liaison with the Lead Teacher
- To invigilate exams and act as a reader/scribe for young people as required
- To act as assessor for access arrangements and qualifications as required

General

- Carry out all duties within the spirit and requirements of the Engaging Potential Equal Opportunities policy and procedures, actively promoting positive action and seeking to challenge and overcome disadvantage and discrimination
- Attend and participate in management and team meetings as appropriate
- Act at all times within Engaging Potential's Guidelines and ALL Policies and Procedures
- Promote Engaging Potential's good name
- Establish and maintain effective working relationships with co-workers, clients and other professionals
- Carry out such other duties as may be agreed with line manager from time to time
- Pursue the development of skills and knowledge necessary for the effective performance of the role in liaison with your line manager

Special Notes and Conditions

- This job description has been prepared to meet the particular circumstances that currently apply. It will be reviewed periodically against the needs and developments of the business.
- In line with all other posts at Engaging Potential, the Performance and development needs of the post holder will be reviewed against criteria agreed with the post holder by his/her line manager and set out in reviews.
- The post holder must be able to travel to and from work from locations outside the normal work base as may be required.
- The post holder must demonstrate a willingness and flexibility to vary and change her/his work routine and work outside normal working hours where necessary in providing a comprehensive service to young people in a variety of settings. This may include evening and weekend work when required.

Safeguarding and Vetting Requirements

Engaging Potential is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undergo the necessary DBS and other relevant clearance checks in respect of:

- Satisfactory and up-to-date references
- Enhanced Disclosure and Barring Service (DBS) checks.
- Declaration of pending prosecutions, convictions and cautions.
- Qualifications
- Health screening (if appropriate)
- Identity
- Right to work in the UK

This post is subject to a six-month probationary period.

Equal Opportunities: Statement of Intent.

Engaging Potential aspires to equality of opportunity in its recruitment and professional practices (i.e. applicable to programme young people and to staff) and will not tolerate discrimination on the basis of gender; nationality; race; ethnicity; age; disability status; sexual orientation; religion; belief; creed or any other grounds which may lead to discrimination. The management team encourage contact from anybody with concerns or comments about Engaging Potential's policies or practices.