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**Job Description**

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| **Job title** | 0.6 FTE SEN Teacher with English Language/Literature Specialism |
| **Reporting to** | Head Teacher |
| **Location** | Cairn Education, Billy Space 3, The Tavern, 63 Main Street, Staveley, LA89LN |
| **Salary** | Dependent on qualifications and experience |

## About our service

Formed in January 2021, Cairn Educations ambition is to develop an outstanding education provision that creates unique, individualised and innovative programmes that improve the lives of Autistic individuals that have dis-engaged from mainstream education or employment in Cumbria and enables young people to feel part of strong community of active learners who are capable of amazing achievements. In September 2021 we were inspected by Cumbria County Council through their alternative provision framework and after being inspected in November 2021 by Ofsted, the Department of Education gave Cairn Education independent school status on 7th January 2022. Cairn Education can now offer education to students aged 11-25 under our alternative provision or school status. At our recent OFSTED inspection Cairn Education received a grading of ‘Good’ you can see our OFSTED report here [Cairn Education CIC - Open - Find an Inspection Report - Ofsted](https://reports.ofsted.gov.uk/provider/27/148796)

* Cairn Education believes in creating a nurturing learning environment in which autistic young people flourish.
* Working in collaboration with the young person to create their own programmes is a central feature of our practice.
* Ensuring young people feel safe, valued and understood is a priority. We believe in empowering young people to set and achieve their own goals.
* Through highly specialist education and therapy we support students to develop resilience and autonomy.
* Cairn Education gives individuals the opportunity to fulfil their academic and employment potential and promotes active engagement in meaningful roles within the community.

## Main purpose of role

To create and implement innovative and personalised English Curriculums including Entry Level, KS3, and GCSE programmes.

To work closely with the Head Teacher to develop the English Curriculum so that it is of an outstanding quality.

To ensure that literacy is embedded and contextualised across the curriculum. To update Cairn Education’s literacy policy.

To actively work with the school librarian to promote a culture of reading across the school.

There may be a requirement to teach other access to education and pathways to independence lessons.

## Knowledge and Skills

Grade 4-9 or GCSE grade A-C in English and Maths.

A relevant degree awarded at 2:2 or above.

Qualified Teacher Status.

Ability to teach up to and including GCSE English Language and English Literature.

Desirable ability to teach up to AS/A’Level English Language and English Literature.

Experience of working within an educational setting with autistic individuals.

## Key tasks

* Follow safeguarding policy and procedure at all times. Reporting any concerns immediately to the DSL.
* Develop a strong rapport with the students that reflects a culture that values honesty, integrity and respect for all.
* Prepare and deliver lessons to classes of different ages and abilities.
* Mark work, give appropriate feedback and maintain records of student' progress and development.
* Research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials.
* Prepare students for qualifications and external examinations.
* Communicate with parents and carers over students' progress and participate.
* Work alongside the Head of Therapy to develop and implement individual support strategies and therapeutic interventions.
* Contribute to multi-disciplinary assessments and the formulation and review of strategies.
* For students that you support on re-engagement programmes you will be responsible for liaison with school teachers (where work set by their mainstream provision forms part of their programme at Cairn Education).
* Work as required with parents, carers and external stakeholders to ensure consistency of support.
* Produce reports that effectively evidence and overview progress and achievement as defined in the students ILP and EHCP.
* Ensure the continuous high quality of teaching, learning and assessment by critically reflecting on sessions and contributing to progress reviews and ongoing programme development.
* Use innovation in practice to develop sessions that are highly motivating for students and facilitate high levels of engagement.
* Supervise and support the work of teaching assistants and learning coaches.
* Organise and participate in extracurricular activities, such as outings, social activities and/or sporting events.
* Contribute to the continuous development of Cairn Education by evaluating practice against the Common Inspection Framework.
* Contribute to Cairn Educations Quality Improvement Plan and Self-Assessment Report.
* Contribute to the staff appraisal process.
* Engage in continuous professional development to further your skills and understanding.
* Work flexibly, and at times independently with students both at Cairn Education site and in the community.
* Maintain a clean and tidy working environment and support as required with the daily cleaning schedule.

## Key results/ objectives

With your support, facilitation, and guidance the students achieve outstanding outcomes.

## Key Responsibilities

Model best practice

Maintain high levels of professional communication with students, parents, Cairn Education staff and stakeholders.

Shared responsibility for the confidentiality, security and accuracy of learners records, data and information.

## Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with Cairn Educations equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

## Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted, and they maintain a safe working environment for other employees and students.

## Safeguarding

Cairn Education is committed to the safeguarding of its young persons and expects all staff, volunteers, and adults to work within the parameters of the policies and procedures to ensure the safety of all young persons within its care. As part of our safer recruitment procedures, you will need to produce one reference from your previous or current employee and references will be requested before you are invited to interview.

## Equal Opportunities

It is the policy of Cairn Education to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Cairn Education promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

**If you have any further questions about this role then please email Cairn Education at** [**info@cairneducation.co.uk**](mailto:info@cairneducation.co.uk)