

Post Title: Associate Teacher
Responsible to: Headteacher & Programme Team Manager
Grade: TMS/UPS
Hours: As required

Main Purpose(s) of the Job:

- To provide short term education for identified pupils at an appropriate location
- To liaise closely with the Bridges Lead Teacher who ensures appropriate education plans are in place for each pupil
- To promote high standards of work and service delivery in all matters connected to the work of Meadowbrook College.
- The post holder is responsible for ensuring that all Meadowbrook's safeguarding policies are adhered to and concerns raised in accordance with these policies.

Main Duties:

- To deliver 1:1 teaching to pupils with behavioural needs in appropriate venues as part of a reintegration plan
- To plan lessons and programmes for individual pupils as required
- To apply Meadowbrook College's policies and procedures
- To liaise closely with the Bridges Lead Teacher in relation to the particular educational needs of the pupil
- To deliver a balanced, relevant and motivating programme for each pupil
- To ensure that the provision delivered is as close as possible to that delivered to the pupil's peers in school
- To provide transition reports for each pupil
- To monitor pupil attendance, reporting absence to Bridges on the day of absence
- To liaise with Bridges over pastoral matters as required
- To keep up to date with curriculum development and teaching practice
- To be familiar with the nature of the pupil's needs and seek appropriate advice.
- To undertake training to ensure continuing professional development relating to this field of work
- To liaise with Bridges staff, mainstream schools, parents and carers as required
- To demonstrate a commitment to working within an equal opportunities and children's rights framework
- To ensure health and safety policies and practice are in place at all times
- To undertake such duties relevant to the post as may be assigned from time to time

Please note that appointment to the post will require the holder to have a satisfactory DBS check

Meadowbrook College Associate Teacher Person Specification

Essential	Desirable
<i>(1) Qualifications/Training</i>	
Professional teaching qualification	
Willingness to undertake relevant training, to learn new skills and update existing knowledge, skills and understanding	
Knowledge of Safeguarding	
<i>(2) Experience</i>	
Relevant teaching experience	
<i>(3) Job related knowledge/attitude/skills</i>	
Ability to work with and support pupils with behavioural needs	
Ability to manage challenging situations with tact and diplomacy	
Ability and confidence to negotiate with parents and senior members of school staff	
Ability to understand a wide range of teaching and learning methods	
Ability to work effectively as part of a team	
Ability to plan work programmes and organise own working patterns	
<i>(4) Inter-personal and social skills</i>	
To have an interest in the education of children with behavioural, emotional and social needs	
To be innovative and proactive	
To be self-motivated and well organised	
Able to communicate clearly and concisely both in writing and orally	
To have an open mind to a diverse range of educational viewpoints	
<i>(5) Special requirements</i>	
Awareness of health and safety issues of lone working	

An understanding of approaches to educating children with additional needs	
An understanding of safeguarding issues	
Ability and willingness to travel around Oxfordshire.	
(6) Disclosure	
DBS check.	