

EDUCATION SERVICES**GUERNSEY FEDERATION OF SECONDARY SCHOOLS****LEARNING SUPPORT MENTOR****LEARNING MENTOR/UNQUALIFIED TEACHER SCALE****JOB DESCRIPTION****AIMS AND PURPOSE OF THE JOB:**

- To facilitate a high quality learning experience which provides learners with the opportunity to achieve their full potential.
- To have high expectations of all young people and seek to remove barriers to learning.
- To promote a love of learning, intellectual curiosity and a growth mindset.
- To promote active and independent learning that enables young people to think for themselves and to plan and manage their own learning.
- To deliver a differentiated and personalised curriculum that engages learners and enables them to make the best possible progress.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To contribute to the self-evaluation of the school and play an effective role in school improvement.
- To actively take part in school initiatives to the benefit of learners, schools and the wider community.
- To undertake appropriate professional duties which may be required within the scope of the post.

TEACHING & LEARNING

Under the guidance of the line manager

- To devise, plan, prepare and deliver lessons that are engaging and have high expectations of all learners.

- To be responsible for long, medium and short term planning that meets the Bailiwick of Guernsey Curriculum Statement which is based on the National Curriculum (England) and that maximises levels of attainment.
- To set high expectations for young people's behaviour and establish a clear framework that creates an effective learning environment in accordance with the school's behaviour policy.
- To deliver best practice in terms of teaching, learning, marking and assessment that motivates and inspires learners, equipping them with the knowledge and skills needed to achieve at the highest levels.
- To monitor and assess the achievement of learners and to record and report their development, progress and attainment in accordance with the school and Federation's assessment policies.
- To promote high standards of numeracy, literacy and oracy in the teaching and learning experience of young people.
- To make effective use of current technology to enhance teaching and learning and for the purposes of management.
- To be a tutor to an assigned group of learners when required.
- To plan for the effective deployment of Learning Support Assistants or other associate support staff to enhance young people's learning.
- To implement the SEN Code of Practice.
- To seek to provide all young people with high levels of confidence and competence and a lasting interest in their learning.

PROFESSIONAL LEARNING AND DEVELOPMENT

- To participate in the performance management process.
- To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward.
- To contribute to the development of the federation by sharing professional learning, expertise and skills with others, and participating in collaborative learning opportunities.
- To be well informed of both local and national developments and participate in cross-phase working throughout the bailiwick.

HEALTH, SAFETY AND WELFARE:

- To comply with procedures on all matters concerning child protection, health, safety and welfare, confidentiality and data protection in accordance with Education Services policies and procedures, and to report all concerns to an appropriate person.

- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To commit to uphold States of Guernsey environmental policies and aspirations for sustainable learning provision.

RESPONSIBLE TO:

To work under the direction of a member of the Inclusion Manager team responsible to the Principal.

ACCOUNTABLE FOR

- The delivery of high quality teaching and learning.
- The progress and attainment of learners for whom you have responsibility.
- Improving and extending professional effectiveness.
- Creating a safe environment for learners and to have concern for their welfare and wellbeing whilst under your guidance.

KEY CRITERIA

ESSENTIAL

1. An honours degree qualification in a relevant subject.
2. Significant experience and skills relevant to the specific responsibilities of the post.
3. Understanding and knowledge of effective recent teaching and learning strategies.
4. The ability to motivate and inspire learners.
5. The ability to work as part of a team in school and more widely in the Federation.
6. Ability to make effective use of current technologies to enhance teaching and learning.
7. Understand how to use data effectively to monitor student progress and achievement.
8. The ability to communicate effectively to a wide range of people.
9. Effective organisational and classroom management skills.

DESIRABLE

1. Current driving licence and own transport

The above duties are not exhaustive but the job description is current at the date shown, and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.