



CHESHIRE WEST AND CHESTER COUNCIL

Ancora House School

JOB DESCRIPTION

Job Title: Teacher of Functional Skills and The Prince's Trust Qualifications

Location: Ancora House School, Countess of Chester Health Park, Chester.

Grade: MPR/UPR/SEN point

Responsible to: Assistant Headteacher

Date: January 2023

Job Purpose: In close collaboration with the wider teaching team, to plan, adapt and implement appropriate personalised curricula, tailored to individual learner needs.

Main Duties and Responsibilities

- To plan and deliver an appropriate curriculum based on individual needs in line with the requirements of the Teacher Standards.
- Be responsible for developing personalised schemes of work for learners across the Key Stages according to the level of need.
- Prepare candidates for any recognised qualifications.
- Make an active contribution to the School Development Plans.
- Identify appropriate teaching resources within an allocated budget
- To work with learners individually and in small groups as directed by SLT.
- To liaise with a range of agencies including the clinical team, the wider teaching and support team and home schools in order to meet the needs of learners.
- To be responsible for safeguarding the health and safety of the young people in line with school and hospital policies and in collaboration with the clinical team.
- To contribute to the development of positive relationships with families/carers.
- To assess, record and report on the progress, development and attainment of individual learners and to keep such records as are required.
- To provide, or contribute to, oral and written reports and assessments relating to individual learners and groups of learners.



- To participate in team meetings and multi- disciplinary meetings as required.
- To pro-actively engage with CPD opportunities aligned to the school development plan.
- To be aware of and follow out relevant national legislation and Cheshire West and Chester Council policies.
- To work with due regard to the health and safety of themselves and others at all times.
- To deliver other curriculum as necessary for the effective running of the service.

Other Specific Responsibilities

- Liaise with schools and colleges in relation to specific learners.
- To be aware of and up to date with current specifications and assessment criteria for Princes Trust and Functional Skills English and Maths qualifications
- Participation in the self-review the appraisal process demonstrating a commitment to continuous professional development.
- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and learners to follow this example.
- To actively promote the school's vision and policies
- To hold positive values and attitudes and adopt high standards of behaviour in the discharge of duties
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate in close collaboration with the clinical team.
- A commitment to the school's Positive Relationships Policy
- To undertake any other duty as specified by STPCD not mentioned above.

Cover/Teaching Duties

Due to the small size of the teaching team you may be required to teach /support lessons from other curriculum areas and across sites.

NOTE

Notwithstanding the detail of this job description the job holder 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 and in any location within Cheshire West and Chester Council geographical area. It is a requirement of this job to have an enhanced DBS check