



Whitby Outreach

The Green Lane Centre, Green Lane,
Whitby, YO22 4EH
Caedmon College Whitby Tel: 01947 602406
Website: www.ccwhitby.co.uk

Relief Teachers/Instructors (Particularly for English, Maths and Science, but all specialisms will be considered) Supply posts, part-time weekly hours available

**Required at various times throughout the year
Pay rate dependant on qualified teacher status**

- We are seeking enthusiastic and committed staff for our Outreach provision, which takes students, mainly in the age range 11-16.
- The roles involve a mixture of one-to-one and small group work.
- Students have a range of support needs, including physical, learning, emotional and behavioural.
- The vacancies offer exciting opportunities for innovative and committed team of specialists who drive students' enthusiasm, experience and achievement.
- The successful candidates will be committed and creative practitioners, willing to further contribute to the progress of our students

Please access our website for further details and an application form.
www.ccwhitby.co.uk Please send completed applications to j.robinson@ccwhitby.org

***NB: All postholders are subject to Criminal Records checks for the
safeguarding of young people***

Applicants should attach a covering letter with their completed application form to j.robinson@ccwhitby.org and explain how their past experience and skills make them suitable for the post and how they would contribute to the successful day-to-day operations of the centre. In doing so, applicants should consider the duties and qualities expected of the postholder as stated in the following job descriptions and person specifications.



Caedmon College Whitby

Job Description

Job Title: Supply Teachers/Supply Instructors

Job Purpose: To assist the Manager at the Outreach Centre by teaching / instructing learners in the provision.

Main duties and responsibilities:

1 General Professional Duties

To undertake the general professional duties stated in the School Teachers' Pay and Conditions document/HLTA standards.

2 Additional specific responsibilities

To be a home tutor and if require teach/instruct in the centre and carry out related duties in accordance with the general job description of a teacher/instructor.

Specific Job Responsibilities that may be required

- Scheme of work/Medium Term Plan for GCSE.
- Medium Term Plan for GCSE Specific Units.
- Internal Verification – To monitor and record progress and achievement and provide written evidence of this to Outreach Manager every 6 weeks.
- Monitoring

Person Specification: Teacher Outreach

JOB REQUIREMENTS	ESSENTIAL	Essential	Preferred	Met	
Qualifications and experience	Good honours degree	✓			
	Qualification as a teacher	✓			
	Evidence of good classroom practice	✓			
	Evidence of a commitment to the value of team work	✓			
	A clear focus on standards in order to raise achievements	✓			
	Evidence of excellent ICT skills	✓			
	Evidence of an understanding of the role of a college within its community			✓	
Personal and interpersonal	Good communicator – with staff, governors, students, parents and community	✓			
	High standard of written and oral communication	✓			
	Ability to be a good ambassador for the College and inclusive education	✓			
	Ability to adapt to changing circumstances	✓			
	Ability to motivate, inspire confidence in students, consult and encourage	✓			
	Innovative and enthusiastic			✓	
	Ability to work as a member of a dynamic forward thinking team and to contribute to departmental decision-making	✓			
	Evidence of showing perseverance and plenty of energy!			✓	
	Ability to work as part of a team	✓			
Staff Development	Evidence of commitment to continuing personal professional development	✓			
	Participation in the College's Performance Management cycle, involving effective self-management and evaluation of performance	✓			
Child Protection	A commitment to the safeguarding and welfare of young people	✓			

Person Specification: HLTA Outreach

JOB REQUIREMENTS	Essential Requirements	How assessed	
		Interview	Application
Qualifications and experience	Relevant Level 3 qualification		✓
	Evidence of good professional and subject knowledge	✓	✓
	Evidence of inspiring classroom practice and effective work with students	✓	✓
	Evidence of a commitment to the value of team work	✓	✓
	A clear focus on quality and standards in order to raise achievement	✓	
	Ability to use data effectively to identify targets for improvement and actions to address these	✓	
	A good understanding of the role of a mentor/student coach and ability to fulfil this role effectively	✓	✓
Personal and interpersonal	Good communicator – with staff, students, parents	✓	
	Good standard of written and oral communication	✓	✓
	Ability to be a good ambassador for the College and inclusive education	✓	✓
	Ability to adapt to changing circumstances	✓	✓
	Ability to motivate and inspire confidence in students; consult and encourage	✓	✓
	Innovative and enthusiastic	✓	
	Evidence of showing perseverance and plenty of energy!	✓	
	Ability to work as part of a team and contribute to departmental decision-making when required	✓	✓
	Ability to inspire students to learn	✓	✓
Staff Development	Evidence of commitment to continuing personal professional development	✓	
Child Protection	Being committed to the safeguarding and welfare of young people	✓	
Health & Safety	To be aware of one's own obligations regarding health and safety at work and those of others	✓	



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Green Lane
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Alternative Provision

Students in Whitby are able to access alternative provision where the mainstream school environment is not appropriate for their needs. This is usually a short-term arrangement, with the intention of integrating young people back into mainstream education as soon as it is possible for them. Our Outreach provision enables young people with specific learning needs to access alternative learning environments and funded support for intervention work. Most of the tuition for learners takes place within Outreach Centre based in the Green Lane Centre in Whitby, however some learners will also be tutored at home and at various other public centres in Whitby. The ethos of the provision is to educate all learners, regardless of their individual circumstances or difficulties. The provision examines the barriers that some learners have to education, how these have arisen and how they can be broken down.

The transition from any educational provider to another can be a worrying time and the specialised induction process used by this facility aims to alleviate any anxiety the learner may feel. The Provision Coordinator acts as the designated individual to lead the transition and assist the learner with their learning. To further support the students accessing this provision, there is a specialist teaching assistant on hand to ensure that learners receive additional support they need to succeed in their education.

Provision Aims

Our aim is to provide a meaningful and effective education for all learners. We seek to achieve this by:

- Collecting the views of learners and parents to indicate the strengths and weaknesses of the provision and provide a benchmark to measure learner progress by and also to be able to identify areas of best practice
- Developing our links with Caedmon College Whitby and Eskdale School to ensure the reintegration of learners occurs as early as possible and that alternative career pathways are identified
- Further developing the curriculum content, particularly for those learners who, realistically will not re-engage with mainstream school
- Developing ICT facilities, particularly to support the home tuition service
- Developing in our learners a sense of responsibility for their own learning
- Staff striving to ensure that learners obtain the highest level of academic achievement

- Developing learners into responsible individuals who are confident, tolerant and caring

Central to the success of this provision is a strong partnership between staff, learners, parents and the wider community; we all have to work together in pursuit of the above aims.

Expectations of teaching staff

1. Read the bulletin and check student timetables on the wall at Outreach so you know which students to expect in your lessons.
2. Read the transfer form and liaise with teachers at CC Whitby and Eskdale Schools for work.
3. Teaching expectations are high - please see 'House Style' document and you will also be expected to keep teachers at both CC Whitby and Eskdale informed about learner's progress.

Planning Scrutiny

You are expected to plan your lessons in the same way you would for any mainstream school. Planning is expected to be in line with mainstream school policy. Your planning file will be checked regularly.

It is a challenge teaching students in different year groups and from different schools. We are happy to advise anyone on the best way forward for our students.

We encourage our students to take ownership of their learning and they are used to being left with work and an instruction task sheet to complete during the week before your next lesson.

We have a clip board in every student's tray and all we ask is that you update this at the end of each lesson so the student can keep moving forwards.

Assessments

All learning progress is measured in the same way it would be in a mainstream school. For this reason assessment points and deadlines need to be met and mirrored to the work their mainstream class is doing. Assessment points are identified on the transfer form. You are expected to assess all learners you teach in Provision.

Work Scrutiny

Student books must be marked and feedback given. Work scrutiny is regular and expectations are the same as mainstream school policy.

Lesson Observations

You will have at least one lesson observation whilst teaching in Alternative Provision during the academic year.