

September 12th 2011

Employment Opportunity: Teacher / Educator

To Whom It May Concern:

Thank you for your interest in the position for Teacher / Educator.

Enclosed within this application pack you will find,

- Job specification
- Conditions of employment
- Application for employment
- Employment record (for use during and after interview)

The closing date for receipt of applications is Friday 7th October 2011. Application forms received after this date may not be considered.

Please include a cover letter with your completed application form. The letter should address what you imagine the role to entail and how you believe that you meet the job specification. Should you require any further information about the role, please do not hesitate to contact myself via email www.info@learn2.org.uk or by phone 0800 98 87 321.

Should your application be successful, you will be invited to attend an interview on Monday 17th October. You will be notified of the time and location of the interview by email by the end of Monday 10th October.

In closing, may I take this opportunity to thank you once again for your interest in working with The Learn2 Group; I will look forward to receiving your completed application!

Yours Sincerely,

A handwritten signature in black ink that reads 'B. Coombe'.

Becki Coombe
Director; **The Learn2 Group**

07841 378 404
becki.coombe@learn2.org.uk

The Learn2 Group
3, Cromes Wood, Coventry
West Midlands
CV4 9SP
0800 98 87 321

JOB SPECIFICATION

Job Title	Teacher / Educator
Date	September 2011
Report to	Becki Coombe; Director

Job Purpose

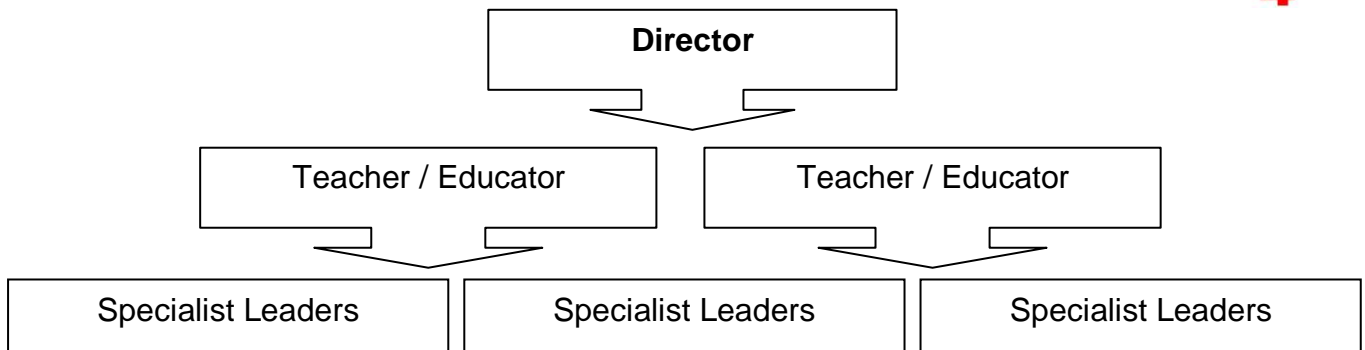
To work with groups of students delivering alternative curriculum programmes of study, including Foundation Learning and Functional Skills programmes. To work in partnership with The Learn2 Group Team Members, School Staff and other Agencies to ensure students receive optimal learning opportunities. To support Pupils in achieving both their academic and personal targets.

To work an average of two-days per week with the possibility to increase to full-time in future terms.

Responsibilities

- Work in partnership with The Learn2 Group Team Members to fully understand programmes on offer and Individual's areas of expertise, teaching styles and methods of delivery
- Work in partnership with School Staff and Agencies to develop an understanding of students' needs, protocols and preferred methods of delivery and discipline
- Ensure all programme session plans, resources, equipment and facilities are correctly and sufficiently prepared prior to delivery of programmes
- Ensure all programme areas are appropriately cleaned and equipment stored away correctly at the end of programme sessions
- Ensure student feedback is continuous through regular marking of work, verbal praise and use of reward systems as appropriate
- Assist in moderation of course and programme work as appropriate throughout the year
- To ensure that all operational policy, procedure and practice is complied with during programmes
- Develop the position as an on-going process, as well as constantly improve all operational practices and procedures

Organisational Structure



Person Specification

Essential:

- Experience delivering accredited programmes to young people (11-19) within formal settings
- Experience designing innovative and inspiring academic programmes to young people
- Experience supporting, mentoring and coaching young people using support of other Facilitators

Desirable:

- PGCE/QTS/Teaching Assistant qualification or equivalent professional certification
- Good knowledge of alternative curriculum programmes of study including functional skills
- Regular experience of working alongside children deemed to have special educational needs
- Regular experience of working alongside children requiring behaviour management strategies, possibly in Pupil Referral Units and/or Inclusion Centres
- Clean, full driving license
- Good knowledge of Microsoft Word and PowerPoint

Skills:

- You are committed to building effective working relationships at all organisational levels
- You have written, oral and calm communication skills, particularly in stressful circumstances
- You have excellent abilities to quickly switch between school and external teaching environments
- You maintain high standards of planning, monitoring and record keeping

Disposition:

You should be:

organised, approachable, sensitive to needs, flexible, logical, determined, self-motivated, a team player

CONDITIONS OF EMPLOYMENT

TEACHER / EDUCATOR

Commencement:

The role will officially commence on the 31st October 2011, subject to the holding of a clear CRB dated within the last six months. Where a CRB is not held, the role will officially start the Monday following receipt of a clear CRB. (Assistance can be provided with obtaining an Enhanced CRB Disclosure).

Review:

A probationary period will be in effect for one academic term following commencement of employment, after which an initial performance review will be conducted. Further performance reviews will be conducted termly thereafter. The position requires the maintenance of all qualifications to current industry standards.

Attendance:

You will be expected to work on the agreed two days or four half days per week, tied to programme planning and delivery responsibilities and other duties e.g. moderation of course and programme work.

Your place of work will be within defined local schools and/or hired external teaching environments. Preparation time will be factored into your expected workday of eight hours. Your eight hours includes a forty-five minute lunch break and morning break of twenty minutes, not including travel time.

Where you volunteer to supervise on a residential project you will receive one day's pay per twenty-four hours with an additional £50 bonus every continuous two nights spent away from home.

You will not usually be required to work on any Public Holiday. Should you be required to for any reason, you will receive an additional days pay for that day.

Salary:

Your hourly rate of pay is set dependant on experience and valid qualifications and will be used to calculate your daily rate of pay. Payments will be made on the last working day of each month.

Leave:

Annual leave will be factored into the daily rate of pay, known legally as 'rolled up holiday pay'. Should you prefer not to receive payment for annual leave in this manner, the terms and conditions should not be signed. Rolled up holiday pay will be calculated on the basis of a 37 week year, multiplying your number of working days per year by 5.6.

The Learn2 Group follows Statutory Sick Pay regulations; payments start from the fourth official day of sickness. Medical evidence will be provided to support a claim.

Professional Development:

Whilst employed in this position there may be opportunities to attend and complete appropriate training courses and qualifications. A plan of any and all opportunities should be discussed at Reviews and following your request.

Other Benefits:

Uniform shirts will be provided; Employees should wear complimentary, plain, professional attire to match.

Termination:

The Employer requires a minimum of four-weeks' notice of termination from the Employee.

APPLICATION FOR EMPLOYMENT

Confidential Record

All applicants who meet the requirements advertised will be given fair and equal consideration regardless of race, sex, colour, creed, nationality, ethnic origin, marital status, sexual orientation, religion, age or disability.

APPLICATION DETAILS	
POSITION APPLIED FOR	Teacher / Educator
DATE OF APPLICATION	
WHERE DID YOU SEE THE POSITION ADVERTISED?	
WHAT DATE WOULD YOU BE AVAILABLE TO START?	

PERSONAL DETAILS			
FORENAME(S)		GENDER	Male / Female
SURNAME		NATIONALITY	
HOME ADDRESS	CURRENT ADDRESS (IF DIFFERENT)		
TELEPHONE NUMBER		MOBILE NUMBER	
E-MAIL ADDRESS			

RESIDENCE	
DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please attached proof i.e. copy of passport, valid work permit, birth certificate of ID card	

DISABILITY	
DO YOU HAVE A DISABILITY?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, is there any specialist equipment or facilities you require to assist you in carrying out your role and/or at interview?	

EDUCATION, QUALIFICATIONS & VOCATIONAL TRAINING <i>(recent first)</i>				
FROM – TO (Month/Year)		INSTITUTION (Name & Address)	TITLE OF AWARD (e.g. Degree/Certificate etc.)	RESULTS (Achieved/Expected)

CONVICTIONS	
DO YOU HAVE ANY UNSPENT CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS ACT 1974?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, detail below:	

HEALTH	
WOULD YOU DESCRIBE YOUR HEALTH AS GOOD? (Including planned medical treatment, on-going medications)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, detail below:	
Number of sickness absence days within the last two years:	

DECLARATION	
<p>I authorise The Learn2 Group to obtain references to support this application once an offer has been made and accepted. To the best of my knowledge all the information I have given is true and I understand that any false statement may disqualify me from employment or render me liable to dismissal. I give consent to my personal information being processed in relation to my application for employment.</p> <p>I understand this information will be retained and processed in accordance with the Data Protection Act and will only be used in relation to my application for employment.</p>	
SIGNATURE	DATE

Shirt size:

EMPLOYMENT RECORD

Employee: _____

Title: **Teacher / Educator**

I have read and understood the job specification for the role of Teacher / Educator:

Signature of Applicant Date

Signature of Director Date

I have read, understood and agreed to the conditions of employment for the role of Teacher / Educator:

Signature of Applicant Date

Signature of Director Date

I have read, understood and agreed to the conditions of Annual Leave termed 'rolled up holiday pay':

Signature of Applicant Date

Signature of Director Date

Date of employment: _____

Commencement: _____

Length of probation period: _____

Date of first review: _____

No. days per week: _____

Agreed rate of pay £ _____ per day

I have discussed and understood all above details and understand that employment is subject to:

- receiving two satisfactory references
- receiving a clear enhanced Criminal Records Bureau Disclosure
- receiving proof of certification and experience
- successful completion of probation period

Signature of Applicant Date

Signature of Director Date