

## Job Description – Subject Instructor / Vocational Assessor

**Place of Work:** Field based

**Salary Scale:** £18,500 rising to £20,000 (After one year’s service)

**Hours:** 40 per week (Term Time Only)

**Line Managed/Supervised by:** Assistant Principal Teaching and Learning

**Job Purpose**

To provide a range of interventions and learning opportunities to students including vocational provision (motor vehicle (basic), construction trades (basics)), 1:1 tutoring, and IT.

**Main Responsibilities**

* Delivery of vocational subjects such as IT, Motor vehicle (valeting/basic motor vehicle), construction (basic woodwork and painting and decorating), horticulture/animal care in line with an accredited framework such as NOCN to the highest standard.
* Design and development of vocational subjects, using an exciting and engaging approach to learning vocational subjects which will inspire students to participate
* Planning, preparation and collation of high quality learning materials and resources; the creation of visual displays; differentiating and adapting learning programmes to suit the needs of allocated pupils
* Assess, record and report on development, progress and attainment as agreed with leaders; monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the personal tutor of each student.
* To support and assist the pupils within the school and on educational and out of school activities including supporting students who are educated in alternative venues, including participating in the school outdoor curriculum programme.
* To work with individual pupils or small groups of pupils. To adhere to the whole organisation policies on Safeguarding, child protection, pastoral care, behaviour management, health & safety and pupil welfare at all times.
* To work in partnership with school and residential colleagues, parents/carers and other adults, e.g. Educational Psychologist.
* Make economic use of the monies provided for education including adherence to systems of accounting and the recording for the use of transport.
* To attend to the personal, social, emotional & behavioural needs of pupils as required/indicated in their personal education, health and care plan whilst encouraging independence; assist in the maintenance of a safe, healthy, hygienic environment.
* To work with external care and education agencies as appropriate, when directed by your line manager, to contribute to positive and sustainable outcomes for our young people when they leave our service.
* Responsibility for ensuring and promoting the safeguarding and emotional well-being of all young people
* To represent the school and the organization in a positive manner at all times.
* Work in accordance with Spark of Genius North East vision and aims

**Professional Knowledge and Understanding:**

* Have a good knowledge of teaching and learning, with experience gained within vocational or practical settings
* Have a working knowledge of child well-being, learning and developmental pathways
* Be literate and numerate, able to support students to Level 2 in functional English and Maths if required (as a personal tutor)
* Understand the impact of trauma and adverse life experiences on children, and the means by which they can be mitigated in an educational capacity.

**Professional Responsibilities:**

* Have a broad understanding of the ethos, values and policies of Spark of Genius and to place these at the centre of your practice
* Contribute to the strong culture of safeguarding and student care and wellbeing embedded in the school.
* To operate as a leader of learning for your area and subject, playing a full part in ensuring a high quality experience for the students at all times.

**Principles and Perspectives:**

* To adhere to sound professional values and practices at all times
* To maintain an ethos of quality provision and continual improvement
* Professional Skills and Abilities:
* Communicate clearly, have good interpersonal skills
* To assist pupils both individually and on a group basis
* Display ability and willingness to contribute to the life of the school and its community
* Maintain expectations for the pace of work, attainment and achievement for all pupils.
* Work in a professional, co-operative manner with all associated with Spark of Genius
* Maintain excellent attendance standards keeping absence from work at a minimum
* Classroom Organisation and Management:
* Manage classes and resources to achieve safe, orderly and purposeful activity; report any damaged material or any damage to the building immediately
* Ability to use positive behaviour strategies, using a range of agreed methods (which may include the likes of TCI, Team Teach, Calm etc.), Restorative Approaches and Spark’s ‘Every Second Counts’ as a framework
* Assessment of Pupils:
* As part of the education team, participate in target setting for all pupils and assist in the formulation of appropriate Educational Health and Care Plans for pupils. Participate in the school/organisation assessment for learning and development policy by making daily recordings and encouraging pupils to self-reflect and realise their potential

**Professional Reflection and Communication:**

* Learn from experience of practice and from ongoing professional development
* Reflect on and act to improve professional practice, and contribute to personal professional development
* Become actively involved in the school/organisations Restorative Approaches
* Engage in curriculum and continual professional development activities
* Establish and maintain relationships with families, carers and other adults, e.g. Educational Psychologist

**Professional Value and Personal Commitment:**

* Able to show in the day-to-day practice a commitment to the protection, welfare and social development of all Spark of Genius pupils
* Participate in extended curricular experiences with the pupils
* Able to demonstrate a flexible approach to work practice
* Value, respect and act as an active partner within Spark of Genius and our wider community
* Ability to use initiative and work independently as required.
* Demonstrate a commitment to the school core values of Kindness, Growth Mindset, Resilience, team work and personal responsibility.

**Other Requirements:**

* You must co-operate with the company in complying with the Health and Safety requirements and are therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions
* The post holder may be reasonably expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
* It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities requirements at all times.
* Any other reasonable management instruction or duty as directed by Management.
* The above job description forms part of your main terms and conditions of employment.

***The Company reserves the right to vary duties and responsibilities at any time within legal notification frameworks, however, not outside what is considered reasonable***

***to the original post.***



**Person Specification – Vocational Instructor & Interventions Tutor**

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment** |
| **Education and Qualifications** | * Educated to HND or Degree level (or ability to show competence at this level) in the relevant subject area | * Teaching certificate | * Application Form, Certificate Check & Interview |
| **Experience** | * Previous experience working with young people in an educational environment in a practical subject | * Experience in specific motor vehicle, horticulture, construction or animal care education | * Application Form & Reference Check |
| **Skills** | * Effective communication skills with colleagues, outside agencies, children and families * Excellent interpersonal skills. * To use own initiative. * Work as part of a team. * Flexible approach to work. * Reporting and recording to a high standard. |  | * Application Form, References & Interview |
| **Knowledge** | * An understanding of the needs of young people with SEMH * Knowledge of the behaviours displayed by children and young people and an understanding of a myriad of intervention strategies * Knowledge of the Children Act 2004. * Knowledge of current education practice | * Knowledge of the work of other agencies involved with children and young people | * Application Form & Interview |
| **Ability** | * To form professional and positive relationships with children and young people. * The ability to deal with difficult situations and make appropriate decisions in line with the policies and procedures of the school * To ask for guidance and support, and to remain open honest and accountable |  | * Application Form & Interview |
| **Other Requirements** | * A willingness to participate in all in house training. * Full driving license |  | * Application Form, Interview and license check |