 

# JOB DESCRIPTION

**Post Title** Instructor (temporary – one year)

**Grade**  SO1, PT 23 – PT 25

**Location** Hope Wood Academy

**Responsible to** Head of Academy

**Job Purpose**

* To deliver sequences of lessons within a small group of KS3 students within Secondary Department
* To monitor and support the overall progress and development of students
* To facilitate and encourage a learning experience which provides students with the opportunity to prepare for adulthood
* To contribute to raising standards of student attainment and behaviour in preparation for adulthood

**MAIN DUTIES/RESPONSIBILITIES**

* To support the ethos, values and aims of the Academy
* To contribute to and follow the agreed policies of the academy
* To comply with the academy’s Health and Safety policy and undertake appropriate risk assessments
* To have high expectations of themselves and all students and to act as an example to students within the academy environment
* To work as a member of a team and to contribute positively to effective working relationships within the academy
* To engage actively in appraisal and Professional Development opportunities

Support for Students

* To promote the general progress and well‐being of individual students in preparation for transition to adulthood
* To register students and encourage their full attendance at all lessons and their participation in other aspects of academy life.
* To evaluate and monitor the progress of students and keep up‐to date student records as may be required.
* To contribute to the preparation of EHCP documentation, action plans, online progress journals and any other relevant reports.
* To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
* To communicate, as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students after consultation with the appropriate staff.
* To encourage the recognition of emotions and positive emotional regulation so that effective learning can take place, and good relationships can be formed within the academy community
* Provide feedback to students in relation to their achievements
* Promote and ensure the health and safety and be a role model for students at all times.
* To maintain appropriate records and to provide relevant accurate and up‐to‐date information to the Head of Academy
* To complete the relevant documentation to assist in the tracking of students, including marking of student books and online journal updates

Support for Staff

* Create and maintain an orderly, purposeful working environment.
* Be responsible for keeping records, information and data, producing reports as required.
* To contribute to whole academy planning activities
* To support teams in the effective/efficient deployment of teaching assistants
* To work as a member of a designated team and to contribute positively to effective working relations
* To assess the progress of students and direct the work of teaching assistants in the delivery of educational programmes

Support for the Curriculum

* To demonstrate deep knowledge and understanding of meeting the needs of Autistic pupils.
* To co‐operate with other staff to ensure a sharing and effective usage of resources to the benefit of all.
* To assist with the monitoring and evaluation of subject delivery e.g. through work scrutiny, resource audits and data analysis
* To plan for opportunities to learn outside of the traditional classroom environment, maximising opportunities for work related learning, community engagement and independent travel training.
* To plan sequences of learning within and across lessons, under the supervision of the department, to ensure effective curriculum coverage, continuity, progression and challenge.
* To plan and prepare courses and lessons with oversight from the department lead
* To contribute to the whole academy’s planning activities.

Support for the Academy

* To contribute to written assessments, reports and references relating to individual students and groups of students.
* To use a variety of delivery methods which will stimulate learning appropriate to students SEND needs.
* To play a full part in the life of the academy community, to support its vision and ethos and to be a good role model for all students.
* To contribute to the process of monitoring and evaluation with teaching staff. To seek/implement modification and improvement where required.
* To continue professional development as agreed.
* To engage actively in the performance review process.
* To safeguard and promote the welfare of children and young adults for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
* Contributing towards the wider ethos and appeal of the Ascent Trust.
* To carry out your duties with full regard to the Trust’s Equality Policy and Race Equality Scheme.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies including the No Smoking Policy

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Adele Pearson

Date: June 2021