



Hartlepool Free School

Pod Instructor

Candidate Information Pack

**Salary scale Grade 5 SCP Point 7-9
£26,403 - £27,254 (F.T.E)**

**(Pro rata'd to 34.5 hours per week,
term time +5 days £21,966 - £22,674)**

Full time, Permanent

Start Date: as soon as possible



Pod Instructor

We wish to appoint a highly motivated and reflective Pod Instructor to bring a high level of expertise and support outstanding teaching and learning at the new Hartlepool Free School. Hartlepool Free School (HFS) will provide first rate education for students with Social, Emotional and Mental Health (SEMH) conditions.

The successful candidate will possess energy and enthusiasm and belief that every young person deserves the very best education and support to achieve positive outcomes. The Pod Instructor will create a safe, nurturing and engaging learning environment that enables pupils to develop academically, socially and emotionally, while promoting positive behaviour, resilience and personal growth. A commitment to raising achievement, and a willingness to learn, train and develop as a Pod Instructor are all essential. We can offer you an environment that operates within the guiding values of, kindness, a growth mindset, resilience and personal responsibility.

Our staff team must be flexible, innovative and responsive, able to work effectively to identify every opportunity to help our children and young people develop their skills and confidence, both academically and personally.

This is an outstanding and unique opportunity for a talented individual to join our new dynamic and forward-thinking team. We are looking for someone with a caring, empathic but firm manner who can work alongside classroom teachers to support our students to achieve positive outcomes. This will include:

- Supporting students with specific learning difficulties and SEMH challenges;
- Undertaking training on how to support students with specific learning difficulties and SEMH challenges;
- Working with colleagues to raise achievement across all Key Stages;
- Following schemes of work and delivering learning activities to students/classes to improve literacy and numeracy;
- Working with small groups of students to develop and enhance their learning;
- Supporting teachers by delivering intervention plans on a one-to-one basis throughout the Key Stages;
- Acting as a key adult for a number of students, and providing pastoral support and guidance to staff;
- Lead and facilitate activities in the school eco pod including leading small group and one to one sessions;
- With support from the Site Manager, maintain the grounds and pod in good order;
- Have oversight and lead utilisation of grounds around pod, including poly tunnel;
- Oversight and management of risk assessments related to use of pod;
- Any other duties consistent with the nature of the post which may be required from time to time by the Senior Leadership Team.

Completed applications should be submitted to Sarah Harrington, Operations and Finance Manager sarah.harrington@hartlepoolfreeschool.org.uk. Please DO NOT upload your application to the website on which this post is advertised and please note that we do not accept CVs.

Key Dates

The closing date for applications is Monday 28th September 2026 at 9am

Hartlepool Free School is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list clearance will be required for this post, together with completion of a pre-employment health questionnaire.



Teaching Assistant

Pod Instructor

Principle Responsibilities

- Supporting students with specific learning difficulties and SEMH challenges;
- Undertaking training to staff on how to support students with specific learning difficulties;
- Working with colleagues to raise achievement across all Key Stages;
- Following schemes of work and delivering learning activities to students/classes to improve literacy and numeracy;
- Working with small groups of students to develop and enhance their learning;
- Supporting teachers by delivering intervention plans on a one-to-one basis throughout Key Stages two to four;
- Supporting colleagues in the creation of individual action plans for students;
- Supporting interventions for individuals and groups;
- Liaising with agencies such as early help, school nurse team and other agencies as appropriate;
- Lead and facilitate activities in the school eco pod including leading small group and one to one sessions;
- With support from the Site Manager, maintain the grounds and pod in good order;
- Have oversight and lead utilisation of grounds around pod, including poly tunnel;
- Oversight and management of risk assessments related to use of pod;
- Any other duties consistent with the nature of the post which may be required from time to time by the Senior Leadership Team.

General Requirements

- Attending and participating in training and development activities as required;
- Participating in schemes of assessment, professional development and review;
- Attending meetings, liaising and communication with colleagues in the school, outside agencies and other relevant bodies;
- Being an effective role model for the standards of behaviour expected of students;
- Having due regard for confidentiality, child protection and safeguarding procedures, health and safety, other statutory requirements and the policies of the Local Governing Board and Trust Board;
- Being willing to undertake any other duties commensurate with the grade, as directed by the Senior Leadership Team.

Professional Values and Practices

- Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement;
- Treating students consistently with respect and consideration and being concerned with their development as learners;
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment;
- Working collaboratively with colleagues as part of a professional team and carrying out roles effectively, knowing when to seek help and advice from colleagues;
- Reflecting upon and seeking to improve personal practice;
- Working within school policies and procedures and being aware of legislation relevant to personal role and responsibility in the school;
- Recognising equal opportunity issues as they arise in the school and responding effectively, following school policies and procedures;
- Building and maintaining successful relationships with students, parents/carers and staff.

Safeguarding, Equality & Diversity and Health & Safety

- Safeguarding and promoting the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures;
- Carrying out your duties with full regard to the school's Equality, Diversity and Community Cohesion Policy;
- Complying with Health and Safety policies, school statements and procedures; reporting any incidents/accidents/hazards and taking a pro-active approach to health and safety matters in order to protect both yourself and others;
- Complying with the school's requirements for safeguarding and vetting checks.

Compliance with Policies

- The post holder is required to comply with all Trust policies, including the no smoking policy.

Additional Information

- This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out;
- The duties outlined above cannot totally encompass or define all tasks which may be required of the post holder;
- The post will be reviewed at least once every two years and it may be subject to modification or amendment at any time, after consultation with the post holder.



Pod Instructor

PERSON SPECIFICATION

Category	Essential requirements	Desirable	Method of Assessment
Education	- Relevant professional training - Current TA qualification or qualification in one or more SpLD - Educated to Grade C/4 in English and Maths or equivalent - Relevant Level 3 qualification in Education, Youth Work, Behaviour Support, Coaching, Child Development or a related field.	Team teach or other positive handling trainer First aid trained	Application form
Work Experience	Previous experience of working with groups of children / young people in a school environment/SEMH setting	Previous experience as an TA in a similar setting	Application form Interview Observation
Knowledge, skills and aptitudes	- Good 'people management' skills - Good written and verbal communication skills - Good organisational skills - Ability to relate to colleagues and other professionals - Sound understanding of young people who face SEMH challenges - Understanding of KS2-4 programmes of study	Sound understanding of teaching and supporting in a specialist SEMH setting	Interview Presentation Supporting statement
Disposition	- Patient and calm - Sense of humour - Friendly and approachable - Able to use own initiative - Flexible approach to work and willingness to work flexible hours - Committed to the principles of equality and diversity - Ability to promote the positive ethos of the school - High professional standards - A commitment to professional development and training - Caring and nurturing		Interview References Supporting statement

Interests	• An interest in the development of young people		Application form Interview
------------------	--	--	-------------------------------