

JOB DESCRIPTION

Post: Alternative Provision Instructor

Responsible to: Head of Alternative Provision

Grade:

Salary: (relevant to experience) Main Pay Scale or equivalent

This is a full-time post for a tutor responsible for the teaching/instructing of a range of students who are currently working in our Right Path Programme, one of our Alternative Provisions. We have both a Key Stage 3 and Key Stage 4 Provision. In both areas students are taught by mainstream teachers as well as more holistic programs delivered by RPP staff. The aim of RPP is to provide students with the necessary support to ensure that the wider curriculum can be accessed. It is our belief that all students have the opportunity to make progress and that they access the full range of mainstream lessons. The post would be suitable for a person who has a passion for working with students with diverse needs.

The following generic responsibilities are consistent for all Classroom Subject Teachers or equivalent.

The Teachers' Terms and Conditions of employment cover all posts.

All teachers will be expected to meet the appropriate Teacher Standards / Teaching Assistant Standards / Post Threshold Standards as a minimum requirement (relevant to experience).

MAIN DUTIES:

1. To undertake the teaching/instructing of students in Right Path Programme and recognise their diverse social, emotional and mental health needs.
2. To provide a quality of teaching/instructing and learning provision that can be judged to be at least 'good' (according to the Ofsted evaluation framework) and ensures all students make at least good progress.
3. Be accountable for the attainment and progress of all students who are taught by the post holder.
4. Support students with their work from their mainstream lessons, differentiating where appropriate.
5. Supervise and guide the work of any support staff (including Teaching Assistants (TAs) who are assigned to work with post holder's classes/students.
6. To provide pastoral support and guidance for all students in the post holder's care, classes or tutor group.
7. To contribute to the overall development work of the teaching/instructing and learning area team.
8. To collaborate, liaise and work closely with relevant middle leaders, namely the Head of Alternative Provision, and the Heads of Year, to ensure students get the full academic, curriculum and pastoral support needed to transition between Alternative Provision and mainstream.
9. To maintain regular and consistent contact with parents/carers of students accessing RPP so all stakeholders are aware of each student's plans whilst accessing RPP.

TEACHING:

1. To set clear learning objectives; plan for and teach across the age and ability range of students for an appropriate proportion of the week.
2. Use data to plan lessons and learning materials to motivate and support all students to make at least good progress.
3. To have high aspirations and set challenging targets for all students.
4. To set high expectations for student's behaviour, learning, motivation and presentation of work by establishing a purposeful working atmosphere and providing challenging and inspirational learning experiences.
5. To work in collaboration with Teaching Assistants assigned to the group.
6. Take account of students' prior attainment, learning styles and needs and use them to set appropriately challenging targets and learning activities.
7. To promote and develop literacy and numeracy skills throughout teaching/instructing and learning activities so that literacy and numeracy do not present barriers to learning.
8. To provide intervention activities for those students who need support to boost attainment/progress or who require additional challenge.
9. To manage the behaviour and discipline of students within the classroom in line with the school's Behaviour Policy.
10. To ensure that teaching room, resources and equipment are maintained in good order, with particular regard to Health & Safety and security of property.
11. To use ICT and other technologies and learning resources as learning tools to inspire and motivate learners.
12. To ensure that a stimulating learning environment is maintained in the classroom, including provision of a high quality of display.

ASSESSMENT, RECORDING AND REPORTING:

1. To maintain notes and plans of lessons undertaken and records of students' work, their attendance and attainment.
2. To mark, assess and return students' work in line with individual department policy, providing constructive oral and written feedback with clear targets and guidance for future improvement.
3. To keep high quality records to promote tracking and monitoring of student progress using data and teacher assessment records.
4. Use data and teacher records to set aspirational targets and plan challenging activities.
5. To report and record student attainment, progress and results of assessments within the school's recording and reporting structure.
6. To set and mark examinations assessments and coursework as assigned by Heads of Department.
7. Attend the appropriate Parent/Teacher Evenings and individual meetings to keep parents/carers informed as to attainment and the progress of their child towards targets.
8. Be familiar with school records and information relating to students who have additional needs and use this information to ensure all students can access the curriculum and are supported to attain well and make at least good progress.

PASTORAL RESPONSIBILITIES:

1. To take responsibility for promoting and safeguarding the welfare of children and young persons.
2. To be the first point of contact for parents/carers in the RPP tutor group.
3. To monitor and targets set in Individual Alternative Education Plans (IAEPs) for the social and academic progress of individuals in the group.
4. To undertake responsibility for the delivery of tutorial programmes to the group as required.

5. To promote good attendance and punctuality and monitor in accordance with the school's Attendance Policy providing support/intervention for those who find it hard to maintain high standards.

GENERAL PROFESSIONAL RESPONSIBILITIES:

1. To attend meetings as part of the agreed meeting cycle.
2. To undertake professional development identified through the performance management/appraisal structure and as organised for staff to promote individual and whole school improvement work.
3. To support and implement all relevant policies.
4. To act as a role model to students in respect of dress, attendance and punctuality and general conduct.
5. To ensure that all deadlines are met as published in advance.
6. To undertake professional duties and responsibilities necessary for the smooth running of the school, as may be reasonably assigned to them by the Principal (e.g. duties, emergency cover).
7. To fulfil the conditions of employment for school teachers, as laid down in the latest School Teachers' Pay and Conditions Document.

Cromwell Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment