

Job Description

Instructor



Job Category: Educational Support Staff

Reports to: Headteacher

Line manages: N/A

Purpose of the Role

The Instructor is responsible for the education and to promote child development and learning of a class, in accordance with school policy, ensuring the safety and welfare of pupils and achieving the highest standards of learning and achievement for all. Additionally, they are expected to promote and support the ethos, aims and vision of the school and Trust.

Key Duties and Responsibilities

- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Setting tasks which challenge pupils and ensure high levels of interest with appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Make effective use of assessment and ensure coverage of programmes of study.
- Ensure effective teaching and best use of available time.
- Monitor and intervene to ensure sound learning and discipline.
- Use a variety of teaching methods to:
 - Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary.
 - Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.
 - Select appropriate learning resources and develop study skills through library, ICT, and other sources.
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluate their own teaching critically to improve effectiveness.
- Encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.
- A variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.
- Mentor teaching assistants.
- Manage adults, volunteers and work experience students within class.
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupils' work and set targets for progress.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Equal Opportunities policies.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any

such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.