

JOB DESCRIPTION

Title: Instructor

Grade: Scale 6

School: Drumbeat

Reports to: Assistant Headteacher

MAIN PURPOSE OF THE JOB

To plan for, teach and support whole classes during the class teacher's PPA under the guidance of senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures. To provide cover during absence, following planning left by the teacher. To accompany students to learning activities outside of the school.

SUMMARY OF RESPONSIBILITIES AND DUTIES

Making & distribution of learning resources

1. To make learning resources and prepare lessons that are appropriate for the subject/pathway, and the needs of the pupils being taught
2. To ensure that resources are individualised to meet the needs of all pupils as required.

Supervision and Learning

1. To support pupils in class/other school rooms allocated on the timetable, so that sessions can start within an appropriate timescale and ensure the transition is managed in a calm and supportive way
2. To allocate resources and explain the work to pupils, appropriate to individual needs and linked to the content of the session being taught.
3. To answer the queries and support the learning of individuals or small groups of pupils in the subject they are working on.
4. To provide regular positive feedback to pupils regarding progress and behaviour
5. To accompany the class groups to the other teaching spaces within school such as the lunch hall, sensory rooms or the main hall as required
6. To cover breaks and lunchtimes, ensuring that pupils behaviour is monitored and supported appropriately
7. Use specialist (curricular/learning) skills/training/experience to support pupils in specific areas of the curriculum
8. Establish productive working relationships with pupils, acting as a role model and setting high expectations
9. Promote the inclusion and acceptance of all pupils within the classroom
10. Support pupils consistently whilst recognising and responding to their individual needs
11. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
12. Promote independence and employ strategies to recognise and reward achievement of self-reliance and resilience.
13. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour, where appropriate to needs.

14. Manage the class team and feedback where appropriate, offering support to those who need it

Administration and other duties

1. To provide appropriate feedback and information to the class teacher and Assistant Headteacher regarding pupil progress, behaviour and progress.

Responsibilities

1. Be aware of and comply with policies and procedures relating to child protection, medical and mental health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support diversity and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. To plan, resource and deliver lessons to classes which have been allocated within your PPA scheduled timetable.
8. To monitor, evidence and evaluate pupil progress.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

Equalities

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

LONDON BOROUGH OF LEWISHAM

PERSON SPECIFICATION

Title: Instructor Grade: Scale 6

School: Drumbeat Reports to: Assistant Headteacher

EXPERIENCE (Essential Requirements)

Experience working with children with Autism

Experience in leading lessons in the subject area / pathway they are working in

QUALIFICATIONS/TRAINING (Essential Requirements)

NVQ 3 or equivalent qualification or significant experience in relevant discipline

GCSE English & Mathematics/equivalent qualifications/skills level

QUALIFICATIONS/TRAINING (Desirable Requirements)

Clean driving license

Degree

KNOWLEDGE/SKILLS (Essential Requirements)

1. Experience of working with whole classes of children age 4-18 years
2. Demonstrable classroom management skills
3. Effective use of ICT and other specialist equipment/resources
4. Knowledge and understanding of the education system, of relevant policies/codes of practice and awareness of relevant legislation
5. Understanding of the principles of child development and learning processes and barriers to learning in relation to pupils with autism.
6. Ability to work constructively as part of a team, to understand classroom roles and responsibilities and own position within these
7. Ability to relate well to children and adults, in a professional and respectful manner at all times
8. Ability to use own initiative and employ sound judgement and apply a flexible approach to work
9. Ability to work under pressure and remain calm in difficult situations
10. Ability to self-evaluate learning needs and actively seek learning opportunities
11. Ability to work as a member of a team, liaising effectively with relevant staff
12. Ability to rise to a challenge and a keen interest in developing personal and professional skills
13. Ability to use initiative in the classroom
14. Ability to communicate effectively with a wide range of people of all ages both verbally and in writing
15. May be required with notice to attend meetings or to work outside core working hours
16. Must meet London Borough of Lewisham requirements for the post

Equal Opportunities

To operate a positive commitment to the Council's Equality and Diversity Policy and to ensure that it is implemented within the service area of the post

Circumstances

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status, then they will be required to complete an application only if recruited to this post.