



St George's Academy

“Aiming high to achieve excellence for all”

TITLE OF POST: Instructor

RESPONSIBLE TO: Head of Faculty

Job Purpose

The post-holder will:

- Increase skilled support within Facilities.
- Work in partnership with teaching staff to raise the learning and attainment of students.
- Be responsible and accountable for the delivery of effective instruction and supervision to identified groups of students and timetabled lessons.
- Support the faculty in assessing student needs and progress, using detailed knowledge and specialist skills to support learning and promote student independence, self-esteem and social inclusion.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies.

Teaching

- Planning and preparing the courses and lessons assigned to you.
- Teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in the Academy and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of students; in each case having regard to the curriculum for the Academy.

Other activities

- Promoting the general progress and well-being of individual students and of any class or group of students assigned to you.
- Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Making records of and reports on the personal and social needs of students.
- Communicating and co-operating with persons or bodies outside the Academy.
- Participating in meetings arranged for any of the purposes described above.

Assessments and Reports

Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

Performance Management

Participating in arrangements made in accordance with Appraisal guidelines.

Review: Further training and development

- Reviewing from time to time methods of teaching and programmes of work.
- Participating in arrangements for further training and professional development as a teacher.

Educational Methods

Advising and co-operating with the Principal and other tutors (or any one or more of them) on the preparation and development of courses of study; teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety

Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the Academy premises and when they are engaged in authorised Academy activities elsewhere.

Staff Meetings

- Participating in meetings at the Academy which relate to the curriculum for the Academy or the administration or organisation of the Academy, including pastoral arrangements.
- Co-operating with other teachers.
- Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
- To keep fully up to date of developments in the teaching of your subjects and to advise the Principal accordingly.
- Seeking to raise the subject's profile within the Academy.
- Participating in other Directed Time activities as appropriate.
- Other activities or responsibilities to be agreed with the Principal.

Professional Standards and Development

- To be a role model to pupils through personal presentation and professional conduct.
- To arrive in class, on or before the start of the lesson and to begin and end lessons on time.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work.
- To be familiar with the Academy and Department handbooks and support all the Academy's policies, eg those on Health and Safety, Citizenship, Literacy, Numeracy, ICT and Safeguarding.
- To establish effective working relationships with professional colleagues and associate staff.
- To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- To liaise effectively with parents/carers and with other agencies with responsibility for pupils' education and pastoral team.
- To undertake any reasonable task as directed by the Head of Department.
- To be aware of the role of the Governing Body of the Academy and to support it in performing its duties.
- To be familiar with and implement the relevant requirements of the current SEN Code of Practice.

- To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:
 - have SEN
 - are gifted and talented
 - are not yet fluent in English

GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- Cover of the school's needs throughout the day
- Appropriate cover for colleagues when absent for any reason

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

Job Description Agreement

| | |
|--|--|
| Employee Name: | |
| Job Title: | |
| I declare that I have read and understood the Job Description for the role and have sought clarification of any points where required | |
| Signature: | |
| Date: | |

| Person Specification | | |
|--|-----------|-----------|
| Qualifications | Essential | Desirable |
| Relevant Level 3 Qualification | ✓ | |
| Minimum of level 2 in English and Maths Qualifications | ✓ | |
| Degree in a relevant subject area | | ✓ |
| Evidence of Continuing Professional Development | ✓ | |
| Professional knowledge, skills and understanding | | |
| Good working knowledge of the subject area and curriculum | ✓ | |
| Proven experience of working with children | ✓ | |
| Ability to use ICT to enhance teaching and learning opportunities for students | ✓ | |
| An appreciation of student motivation | ✓ | |
| An understanding of how professional development contributes to the raising of quality | ✓ | |
| Good understanding of child protection and behaviour management procedures | ✓ | |
| Good understanding of intervention programmes and strategies-especially in Literacy, Numeracy and Behaviour Management | ✓ | |
| Ability to use data effectively in setting targets | ✓ | |
| The ability to motivate, manage and inspire children and staff to strive for excellence | ✓ | |
| Professional Expertise | | |
| Evidence of successful teaching / instructing experience | ✓ | |
| Recent and relevant experience of working in a secondary school/academy | | ✓ |
| Experience of working with key stakeholders such as parents, governors, employers etc | ✓ | |
| Successful experience of delivering a differentiated curriculum to students with a wide range of needs | ✓ | |
| Personal Qualities | | |
| High quality communication skills with the ability to develop positive relationships with students, parents and peers | ✓ | |
| A flexible and adaptable approach | ✓ | |
| Ability to work on own initiative and as part of a team | ✓ | |
| Good planning and organisational skills | ✓ | |
| A passion for teaching and a desire to see children achieve their full potential | ✓ | |
| Ability to travel to work across the Academy's two campus sites | ✓ | |
| Other Professional Requirements | | |
| A willingness to initiate and participate in both cross-curricular and extra-curricular activities. | ✓ | |
| The ability to work with parents, external agencies and the wider community | ✓ | |
| Leads by example, setting high standards of punctuality, dress and conduct | ✓ | |
| Professional and responsive attitude and behaviour towards colleagues | ✓ | |
| Equality of Opportunity | | |
| Demonstrable commitment to equality of opportunity and inclusive practices | ✓ | |
| Safeguarding and Welfare of Students | | |
| Committed to safeguarding and promoting the welfare of children and young people | ✓ | |