

**JOB DESCRIPTION
AND PERSONAL SPECIFICATION**

SCHOOL:	COLLEGE CENTRAL
LOCATION:	Hastings
POST:	Instructor - Learning Outside the Classroom & General Subjects
SCALE ALLOWANCE:	Unqualified Teacher Scale
CONTRACT TYPE:	Permanent – Full-time
RESPONSIBLE TO:	Head of Centre (Hastings)

Main Purpose of the Job:

To instruct key stage 3 and 4 pupils including delivering off site lessons (Learning Outside the Classroom) and providing instruction in general subject areas, enabling all pupils to achieve their full potential and where possible progress and reintegrate into mainstream settings. To support pupils in developing appropriate behaviours and self-regulation skills and supporting their personal development. To contribute to the whole site team and ensure College Central pupils receive an engaging and responsive curriculum which meets their needs.

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the school.

Teaching and Learning

1. Plan and teach a quality learning outside the classroom curriculum to meet the needs of College Central pupils, plus general subjects as required;
2. Ensure any classroom based/theory lessons are engaging, motivating and relevant, with strong links to personal development and the behaviours required to thrive in mainstream settings;
3. Prepare schemes of work and lesson plans and prepare engaging resources in all formats to facilitate pupil knowledge and skill development;
4. Use a range of effective questioning, listen carefully to pupils, give attention to errors, misconceptions and stereotypes;

5. Set, mark, record and feedback on pupil work/assessment; evidencing pupil progress and achievement;
6. Provide a stimulating and engaging learning environment by making full use of resources (on and off site) and local opportunities including developing links with the local community;
7. Ensure learning outside the classroom lessons are delivered safely and with appropriate risk assessments and contingency plans in place;
8. Work in partnership with Mentors/TA's and supervise their support when required, informed by the sharing of lesson plans, personalised interventions and resources to be used prior to the start of the lesson;
9. Contribute to the effective running of the teaching team at College Central by fulfilling administrative duties and reasonable cover teaching duties as required.

Pastoral Duties

1. Act as a tutor to a group of pupils; providing appropriate pastoral care and support including flagging and recording emerging welfare or safeguarding concerns.
2. With support, to deliver Personal, Social, Health and Economic Education (PSHEE) sessions for a tutor group and contribute to weekly assemblies.
3. Contribute to management information systems, tracking documentation, profiles, portfolios and records of achievement as required.
4. Undertake timetabled duty as part of a site wide rota, ensuring a presence of staff across the site during lesson time to create an orderly and focussed working environment.

Professional Development

1. To maintain up to date knowledge of learning outside the classroom best practice and health and safety/educational visits best practice
2. To develop outstanding teaching and assessment practice through engagement with a peer mentoring programme; to include observation, co-teaching, mentoring sessions and coaching.
3. To effectively engage with the schools' programme of meetings and training sessions; reflecting on own practice.
4. To actively engage in the performance management process and take personal responsibility for own professional development.
5. To undertake and actively contribute to College Central appraisal process.

Other Professional Requirements

1. To effectively manage and monitor a curriculum budget; ensuring purchased resources have a demonstrable impact on the quality of the learning outside the classroom curriculum.
2. To adhere to and promote safe and healthy work practices to ensure pupils, staff and visitors are safe from harm, including maintaining vocational classrooms and pods.
3. To role model expected behaviours and high levels of professional conduct at all times and in all settings; displaying high levels of expectation and aspiration for all pupils and celebrating pupils moving towards readiness to progress or reintegrate into mainstream settings where possible.
4. Demonstrate knowledge of, and adherence to all relevant school policies and procedures.
5. To promote positive value and attitudes (including relating to equal opportunities); dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour within work simulated environments.
6. To undertake other duties as related to the work as and when required by the Principal, Head of Centre or CEO.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Instructor - Learning Outside the Classroom & General Subjects Person Specification

E: Essential

D: Desirable

Qualifications

- A qualification relating to outdoor education/sport/community learning or relevant equivalent experience **(E)**
- English and Maths GCSE (or Level 2 qualification) **(E)**
- Evidence of commitment to own professional development **(E)**
- Qualified Teacher Status **(D)**

Knowledge and Experience

- Aspirational vision for learning outside the classroom **(E)**
- Experience or willingness to develop curriculum, schemes of work/lesson plans and teaching and learning materials relevant to learning outside the classroom **(E)**
- Experience of engaging and high quality instructing/teaching/training/tutoring **(D)**
- An understanding of recent general educational developments as they affect special education **(D)**
- Understanding and knowledge of safeguarding and child protection procedures **(D)**

Skills and Qualities

- Excellent communication and presentation skills **(E)**
- Ability to motivate, encourage and support pupils **(E)**
- Competent user of ICT and data programmes **(E)**
- Confident oral and written English skills **(E)**
- Excellent time management, organisational and administrative skills **(E)**
- Excellent behaviour management skills **(D)**

Personal Qualities

- High levels of personal and professional integrity **(E)**
- Excellent communicator with highly developed interpersonal skills **(E)**
- A commitment to enabling pupils of all abilities to thrive academically and personally **(E)**
- High degrees of self-confidence, personal energy and dynamism **(E)**
- Personal warmth, good rapport and able to engage with pupils, colleagues and parents **(E)**
- Excellent organisational and time management skills **(E)**
- Professional levels of personal presentation **(E)**
- A high level of emotional intelligence and a commitment to a team ethos **(E)**
- Enthusiasm for participation in extra-curricular activities **(D)**
- Understand the indicators of stress and within a SEMH environment and take responsibility for minimising the factors that may contribute to your personal stress **(D)**
- An understanding of your own personal resilience and strategies to support this **(D)**

Other

- Driving License **(D)**
- Mini bus driver trained **(D)**