

Role Profile: Vocational Instructor – Learning Outside of the Classroom (LOtC)

Salary:

Reporting to: Principal

Responsible for: n/a

Important Functional Relationships:

Internal - Staff within Wave Multi Academy Trust.

External - Head teachers and other academy-based staff; Pupils and their Parents/Carers; Local Council; FE Colleges and other Outside Providers; Other outside agencies, both statutory and non-statutory.

Our Values:

- **Teamwork**

We recognise that when we work together effectively we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave MAT empower young people to succeed, these are the values we are looking for when we seek new staff.

Main purpose of Role:

- To deliver outstanding lessons, leading to significant progression and attainment for all pupils.
- To actively implement the academy's behaviour policy and systems in order to deliver outstanding education to our students.
- To contribute to the safeguarding and wellbeing of all learners.
- To deliver a range of specialist LOtC sessions to students in a relevant and meaningful way. Sessions vary according to the student cohort but will always focus around practical and transferable skills within the LOtC subject area.

Professional competencies

- Display personal and interpersonal development and team-working skills;
- Pro-actively plan, organise and manage workload;

- Display reflective practice and reflexivity;
- Display knowledge of safeguarding procedures;
- Undertake analysis and synthesis of complex information;
- Display knowledge and understanding of appropriate use of ICT in an education setting;
- Display integrity and honesty in relationships with all stakeholders;
- Display regular evidence of initiative taking;
- Proven experience working with SEND students;
- Positive outlook and adaptability;
- Able to Evidence previous student progress and attainment;
- Display robust self-management skills with regard to problem solving.

Teaching and Learning

- Helping learners make progress in LOtC related activities;
- Within an agreed system of supervision; planning challenging teaching and learning objectives and delivering learning activities to learners, making adjustments according to learner responses and needs, as appropriate;
- Selecting and preparing teaching resources that meet learners' needs and interests;
- Make, devise and maintain equipment as required, ensuring that the classroom / teaching area is kept in a clean and tidy condition;
- Act as a confidante to the children whilst being aware of and following current safeguarding/child protection guidelines;
- Complete De-escalation training and support the principles of this during academy hours, both in and out of academy;
- Any other task as may be deemed necessary to facilitate a positive learning environment;
- To maintain confidentiality of information acquired in the course of undertaking duties for the Service;
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Service's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);
- The post holder is responsible for his/her own self-development on a continuous basis.
- Fundraising (via grant applications where possible), for the development and continuation of the programme. Evidence of previous experience necessary.
- Development and delivery of LOtC short courses and themed topics
- To prepare necessary learning materials and resources for LOtC programme and to develop the LOtC classroom and adjacent areas so that it is safe, inviting, interesting and useable as a teaching area relevant to the subject being delivered.
- To prepare related reports / documents as required by SLT.
- Maintain rigorous planning documentation.

- To monitor and record student progress and report to SLT.
- To ensure the teaching and learning approaches and methodologies used are appropriate to the student group.
- To deliver relevant vocational qualifications as appropriate (Btec etc.).
- Hold a full driving licence and willing to transport students in academy cars.

Other Duties

- To assist in the preparation, monitoring and revision of individual education and behaviour plans.
- To Liaise with Parents, Academics, LA staff and other Agencies.
- To assist in the maintenance of an appropriate data recording system.
- assist in the re-integration of children to academy.
- To maintain confidentiality of information acquired in the course of undertaking duties for the Trust;

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members
- Understand their role in order to be able to work collaboratively with Principals
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues
- Establishing constructive relationships and communicating with other agencies/professional

Whole-academy organisation, strategy and development

- Contribute to the development, implementation and evaluation of the academy's Five Year Plan, policies, practices and procedures, so as to support the academy's values and vision

Health and safety

- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe

Professional development

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with your line manager, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from your line manager
- Take pLOtC in the academy's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside academy
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate Wave's Values, to develop and sustain effective relationships with the academy community
- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal, SLT or line manager.

To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Service's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);

The postholder must also undertake other duties, appropriate to the grading of the post as required.

Person Specification

<p>Relevant Experience</p>	<ul style="list-style-type: none"> • experience in main stream/special academy; • Display personal and interpersonal development and team-working skills; • Evidence of an ability to develop and maintain relationships with stakeholders built on honesty and integrity; • Pro-actively plan, organise and manage workload; • Display reflective practice and reflexivity; • Display Knowledge and understanding of appropriate use of ICT • Display regular evidence of initiative taking; • Display robust self-management skills with regard to problem solving; • Proven record of behaviour management; 	<ul style="list-style-type: none"> • Experience in SEN; • Display Knowledge and understanding of appropriate use of ICT in an education setting • Experience of successfully working with children with Social Communication Needs, SEBD • Experience of working with disaffected children either in a special or main-stream setting;
<p>Education and Training</p>	<ul style="list-style-type: none"> • Relevant qualification specific to subject being taught • Level 2 Qualification in English and Maths 	<ul style="list-style-type: none"> • Further qualification relevant to post • Teaching qualification relevant to post
<p>Special Knowledge and Skills</p>	<ul style="list-style-type: none"> • Robust self-management skills; • Proven ability to successfully teach a range of subjects at different key stages; • Proven ability to lead on a core subject area; • Ability to use ICT both personally and in the classroom; • An awareness of assessment for learning and its contribution in raising standards of achievement; • Excellent interpersonal communication skills and the ability to form strong relationships with students, staff, parents and the wider community; 	<ul style="list-style-type: none"> • Working knowledge of primary and secondary national strategies

	<ul style="list-style-type: none"> • Adaptability and flexibility to embrace new developments to raise student attainment; 	
Any Additional Factors	<ul style="list-style-type: none"> • Regular access to a car; • Current driving licence; • Motor insurance certificate with Business use; • Can work as a member of a team. 	