

Job Description - Instructor

1. INTRODUCTION

- 1.1 JOB TITLE:** Instructor – 1 year fixed term contract (with the possibility of extending)
- 1.2 JOB PURPOSE:** To deliver an agreed curriculum for a named student on a 1:1 basis.
To deliver the SLCN / Social skills programmes across the school.
To deliver other aspects of the curriculum, assessing students in line with their individual learning plans.
- 1.3 ACCOUNTABLE TO:** Headteacher / Deputy Headteacher / Assistant Headteacher
- 1.4 SALARY SCALE:** Unqualified Teacher Scale
- 1.5 LOCATION:** On / Off-site
- 1.6 DBS Disclosure Level:** Enhanced

2. General Duties and Responsibilities

- 2.1 To work effectively with colleagues to achieve the School's mission and strategic priorities.
- 2.2 To support, contribute to and take personal responsibility for implementing the School's commitment to Equality and Diversity.
- 2.3 To contribute to a culture of continuous improvement through participation in the Appraisal, Review process.
- 2.4 To support and participate in all initiatives to ensure the School has a safe and healthy environment for all students, staff and visitors.
- 2.5 To carry out other duties that are required within the role as it evolves within the development of the school.
- 2.6 To maintain an awareness of your role in Behaviour Management methods and techniques and to implement Coppice Spring School policies in relation to these and to undertake regular training as required.

3. Specific Duties and Responsibilities

- 3.1 Plan provision, prepare resources, deliver session and assess students in on-site and off-site provision.
- 3.2 Continuous development of quality and value for money of SLCN / Social skills programme.
- 3.3 To provide coaching and support for students.
- 3.4 To work with other instructors, teachers and support staff to ensure that all students benefit from high quality teaching & learning.
- 3.5 To support the individual training of students.
- 3.6 To maintain accurate and detailed records of candidate progress and achievement.
- 3.7 To attend course and quality meetings to provide feedback on progress made towards achievements and student success.
- 3.8 To support the team in the development of new procedures and materials.
- 3.9 Support quality systems and procedures, assisting with the monitoring, evaluation and audit of the provision.
- 3.10 To undertake such duties and responsibilities of an equivalent nature as may be determined by the Headteacher or nominated representative after consultation with the post-holder and if he/she wishes with his/her Trade Union representative.

4. SCHOOL ETHOS

- 4.1 Play a full part in the life of the School community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- 4.2 Promote actively the School's corporate policies.
- 4.3 Comply with the School's health and safety policy and undertake risk assessments as appropriate.



The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description identifies major duties and responsibilities and does not attempt to list every task within the stage of the job. The duties of the post will be reviewed annually and after due consultation with the post holder and if she/he wishes, with his/her trade union representative. Changes in duties may be made in the light of the requirements of the service.