

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Vocational Instructor/Tutor</b>
<b>Grade:</b>	<b>SO2</b>
<b>NJC Spine points:</b>	<b>26-28</b>
<b>Responsible to:</b>	<b>Head teacher/SLT</b>
<b>Responsible for:</b>	<b>Managing a team of Teaching Assistants</b>

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### **JOB PURPOSE**

- To be responsible for delivering and developing the appropriate Vocational curriculum
- To develop and implement teaching and learning practices to raise student standards and progress.

**Key Internal Contacts:** Headteacher, SLT, Trust Central Team and school staff

**Key External Contacts:** External agencies, parents, and carers

### **Duties and Responsibilities:**

1. To deliver high quality lessons enabling students to make accelerated progress
2. To assess all students' work, progress, and attainment
3. To organise the workshop and classroom, its resources, student groupings and displays to provide a stimulating learning environment
4. To develop high quality teaching materials and schemes of learning
5. To direct the work of any allocated teaching assistants
6. To prepare pupils to complete accreditation where appropriate
7. To jointly develop (with SLT) the progression map, programs of study and schemes of work for the given curriculum area
8. To support with enrichment clubs relevant to specific tutor role

### **Generic Duties:**

In addition to the requirements of the post above, all members of the academic staff are required

1. To complete all associated organisation/administrative work, preparation and marking
2. To deal with immediate student disciplinary and welfare problems.
3. To keep and maintain specified student and class records.
4. To place, prepare, develop, and evaluate courses and course materials, and where appropriate, supervise course provision.
5. To assist with all administration, to include assessment, referrals, transition in and out, and on course requirements.
6. Produce termly reports for all students.
7. To attend meetings as scheduled.
8. To participate in Academy activities as requested, including parents' evenings.

**Vocational Instructor/Tutor**

### **Responsibilities**

1. To work in accordance with, and contribute to, the values, culture, ethos, equalities, and inclusion policies of the Trust, proactively promoting anti-racist, anti-sexist, and anti-discriminatory behaviours in the day-to-day operation of the job.
2. Be aware of, and comply with, all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities, and data protection, reporting all concerns to an appropriate person.
3. To take appropriate action to identify, evaluate and minimise any risks to health, safety, and security in the immediate working environment.
4. Appreciate and support the role of other professionals.
5. Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents, and visitors.

### **Personal & Professional Development**

1. Attend and participate in relevant meetings as required.
2. Participate in training, other learning activities and performance development.
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development.

### **Confidentiality and Data Protection**

1. To treat all information acquired through employment, both formally and informally, in strict confidence.
2. To be aware of the Trust's Data Protection responsibilities for the security, accuracy and relevance of personal data held on Trust systems and ensure that all processes comply with this.
3. Be aware of, and comply with, policies and procedures relating to child protection, reporting all concerns to an appropriate person.
4. Be aware of all documents produced during your time at the Trust and that they remain the commercial documents of the Trust.

The above-mentioned duties are neither exclusive, nor exhaustive, and the post holder may be required to carry out other relevant and/or reasonable duties as directed by management, commensurate with the skills, abilities, and grade of the post.

To be alert to issues of child protection, ensuring that the welfare and safety of children within the Trust is promoted and safeguarded, and to report any child protection concerns to the person responsible for child protection using safeguarding policies, procedures, and practice.

Prevent, identify, and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of, and update, colleagues, as appropriate on current legislation and policies affecting practice, e.g., Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

### **Vocational Instructor/Tutor**

### Person Specification – Vocational Instructor/Tutor

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
<b>Qualifications</b>			
Educated to A Level or equivalent standard	✓		A
Professional experience in the required occupational area	✓		A
Vocational Assessors Awards		✓	A
<b>Experience</b>			
Experience of an Outstanding Practitioner	✓		A
Experience of excellent behaviour management skills	✓		A
Experience of Innovative, flexible, and responsive approach to teaching and learning	✓		A
Experience of working with disengaged or SEN learners	✓		A/I
Experience of leading a team	✓		A/I
<b>Skills, knowledge and understanding</b>			
Use of assessment and attainment information to improve practice and raise standards	✓		A/I
Knowledge of strategies to enhance teaching and learning	✓		A/I
Effective classroom management and effect organisation of resources.	✓		A/I
Strong interpersonal skills. Ability to lead, negotiate, build rapport, motivate, and challenge a team.	✓		A/I
High expectations and a commitment to raising standards of attainment, including children from socially disadvantaged needs.	✓		A/I
Highly motivated and committed to Alternative Provision	✓		A/I
The ability to foster positive professional relationships and work effectively with teaching staff of varying experience	✓		A/I
Resilient, under pressure	✓		A/I
Excellent interpersonal skills and the ability to work as a team			
Ability to write accurately, clearly, and concisely	✓		A/I
Ability to interpret and explain guidance and policy	✓		A/I
Ability to organise their time and working to deadlines	✓		A/I
<b>Other Requirements</b>			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		

Evidence of commitment to safeguarding and protecting the welfare of children	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

- I - Interview
- T – Test/Presentation
- A – Application Form