

**JOB DESCRIPTION:** Instructor

**RESPONSIBLE TO:** Head Teacher

**HOURS OF WORK:** 37.5 hours per week (Term Time Only)

---

1. In line with the school mission statement, to effectively manage and teach a group of Students.
2. To provide good channels of communication between the school, parents, carers, residential staff and relevant multi-agencies.
3. To be responsible for planning and implementing a curriculum based on the scheme of work devised by the school.
4. To deliver accredited courses.
5. To plan for a wide range of ability so that all students, as far as possible, reach their potential.
6. To create a well ordered, calm environment which is stimulating and purposeful for all students.
7. To organise a learning environment which enables students to take ownership of their learning.
8. To work with and gainfully direct teaching assistants and other support staff, both within and outside the learning environment as necessary.
9. To ensure that all equipment is organised and accessible to students.
10. To be able to use display techniques to engage students' interest and extend their learning.
11. To take account of each student's culture and to ensure this is reflected in displays, materials and through the curriculum.
12. To provide a welcoming and positive atmosphere for all stakeholders.
13. To maintain records and samples of work.
14. To teach and actively promote the school behaviour management policy.



Outcomes  
First Group

15. To provide, mark/monitor homework as necessary.
16. To set clear learning objectives for each lesson: - To monitor student progress and set relevant, achievable targets. - To contribute to review performance against objectives set.
17. To assist the school in its partnership with parents/carers/residential staff; providing them with information about the curriculum, attainment, progress, and targets.
18. To identify appropriate resources for the subject and ensure that it is used efficiently, effectively and safely. 19. To undertake any task under the reasonable direction of the Head Teacher.



Outcomes  
First Group

**PERSON SPECIFICATION**  
**Instructor**

<b>Education/Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Teaching Diploma or PTLLS			Application Form Certificates
Qualification in special educational needs			Application Form Certificates
<b>Knowledge &amp; Experience</b>			
A sound understanding of the complexity of special educational needs			Application Form Selection Process
Good understanding of curriculum issues			Application Form Selection Process
Good communication skills			Application Form Selection Process
Good record keeping/administration skills			Application Form Whole Process
Experience of working and teaching with children and young people with emotional and behavioural difficulties who may have challenging behaviour			Application Form Selection Process
Experience of working in a multicultural environment			Application Form Selection Process
Experience of working with a multi-professional team/residential school			Application Form Selection Process
Knowledge and understanding of the Ofsted Inspection process			Application Form Selection Process
<b>Skills &amp; Abilities</b>			
The skills and experience demanded of a successful practitioner			Application Form Selection Process
The ability to build on the good practice in the school			Selection Process
Ability to work within a team			Application Form Selection Process
A calm and positive attitude to all aspects of school life.			Selection Process
A caring and sensitive attitude towards pupils which values all individuals			Selection Process
Ability to foster a feeling of mutual respect in both adults and pupils			Selection Process



Outcomes  
First Group

The ability to innovate, carefully plan and express ideas			Selection Process
---	--	--	-------------------



Outcomes  
First Group

A commitment to the implementation of an Equal Opportunity Policy			Selection Process
A commitment to safely managing the behaviour of vulnerable children			Selection Process

**This position involves occasionally travelling to various locations to take young people to appointments, training etc. It is therefore expected that you can fulfil this requirement.**