

GHS Vocational Lead

Job Purpose:

As the head of the Vocational Department, you will report to a senior leader member with responsibility for Personal Development and will lead a team of staff who deliver Vocational Subjects including City + Guilds Entry 3 Skills for Working Life, C+G Level 1 Horticulture, C+G Level 1 Animal Care, C+G Level 1 Culinary Skills, C+G Level 1 Construction, C+G Level 1 Woodwork and C+G Level 1 Horse Care. You will oversee and quality assure the planning, teaching and assessment of all Vocational subjects, to include acting as lead IQA and corresponding with EQAs. Your role will include leading half termly standardisation meetings, liaising with our Exams Officer over entries and claims and our SENCO over access arrangements.

Alongside running the department, you will be required to teach some small groups of students. You will support students to develop their knowledge, understanding and skills in a Vocational Subject to City and Guild Level 1 and possibly Level 2 standard. You will take responsibility for the planning, teaching and assessment of a subject, with Construction being the preferred subject.

The successful applicant will be a qualified teacher. The TAQA (Training, Assessment, and Quality Assurance) qualification is very desirable but not essential. This qualification can be completed once the role is secured. However, extensive experience of City and Guilds is essential to secure this role.

Although this role requires the ability to act as the Vocational Lead, the successful applicant will also be responsible for supporting our young people at GHS to interact effectively with the world around them, express themselves and communicate confidently. Your timetable may contain lessons other than Construction.

Main responsibilities:

- Contributing to the safe environment of the school.
- Attending to the safeguarding, welfare and care of pupils
- Delivering learning/care/support programmes
- Ensuring a well-run department
- Being responsible for the contact with EQAs for each subject
- IQAing/sampling a variety of Vocational Subjects
- Taking responsibility of the planning cycle of own subject and oversee the planning of all other Voc subjects.
- Keeping abreast of City and Guilds updates
- Planning and leading half termly standardisation meetings
- Undertaking general clerical/administrative support for the department
- Use of the Walled Garden
- Maintaining CPD record and overseeing those of the department
- Liaising with the Exams Officer over registrations and claims.
- Liaising with SENCO over access arrangements

Experience

- Extensive experience of City + Guilds as assessor and IQA
- TAQA qualified or willing to complete this qualification over 6 months.
- Experience of using the Walled Garden
- Experience of leading a team
- Experience of standardisation meetings, including creating meeting agendas
- Desirable – experience of teaching or leading lessons in Construction

Additional duties:

- Creating and maintaining a safe, holistic and supportive environment.
- Using strategies, in accordance with individual student's EHCP and to support pupils to achieve learning goals.
- Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Establishing constructive relationships with parents/carers and, where appropriate, participating in feedback sessions with parents alongside SLT.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work.
- Assisting with the display of pupils' work online, on site and in newsletters
- Providing clerical/administrative support e.g. photocopying, typing, filing.

Supporting pupils by:

- Supervising and providing particular support for pupils, ensuring their safety and access to learning/activities during lessons.
- Supporting students with medical conditions/needs to include attending to the pupil's personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Creating varied and interesting lessons to promote engagement in the subject
- Assisting with the development and implementation of Individual Education/ EHCP.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and to engage in activities.
- Setting challenging and demanding expectations and promoting self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement.

Support the curriculum by:

- Taking overall responsibility for planning, to include use and maintenance of existing long, medium and short term plans.
- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses.
- Undertaking programmes linked to local and national learning strategies e.g. AQAs, City + Guilds, recording achievement and progress and feeding back to SLT.
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.

- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times within contracted hours, as required
- Contributing to subject enriching visits, trips and out of school activities as required.
- Contributing to the upkeep of the grounds.