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## **JOB DESCRIPTION: Instructor**

### **Job Purpose**

Under the reasonable direction of the Senior Leadership Team, carry out the professional duties of a school Instructor as set out in the current School policies.

Teach/ Instruct in accordance with the ethos, organisation and policies of the school as a member of the teaching team and as detailed in the specific duties and core standards below.

### **Areas of Responsibilities & Key Tasks**

#### **Teaching & Learning**

- Be responsible for the learning and the achievement of all pupils in the class(es) ensuring equality of opportunity for all;
- Planning and preparing schemes of work and lesson plans;
- Create a purposeful learning environment;
- Teaching/ Instructing, according to individual educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- Teach engaging and motivating lessons informed by well-grounded expectations of learners and designed to raise levels of attainment;
- Know how to make effective personalised provision/effectively provide differentiated tasks for those they teach;
- Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them;
- Know how to use skills in literacy, numeracy and ICT to support their teaching and wider professional activities;
  - Use assessment as part of their teaching to diagnose learners' needs, set realistic and challenging targets for improvement, and plan future teaching.

#### **Assessment, Recording & Reporting**

- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take responsible and conscientious attitude to their own work and study;
- Set a vision and targets for pupil success;
- Assessing, recording and reporting on the development, progress and attainment of pupils;
- Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment; • Track progress, regularly monitor reports on progress, identify and deliver interventions where appropriate;
- Know a range of approaches to assessment, including the importance of formative assessment;
- Know how to use reports and other sources of external information related to assessment in order to provide learners with accurate and constructive feedback on their strengths, weaknesses, attainment, progress and areas for development, including action plans for improvement;

#### **Strategic Direction and Development of the School**

- Support the Leadership Team to set vision and direction for the school;
- Contribute to the life and community of the school in all of its aspects.
- Establish and maintain a positive learning environment in which the pupils' behaviour is well managed and within which social, emotional and learning needs can be met within a supportive framework.
- To promote the social and emotional development of children through positive approaches that encourage appropriate relationships and the development of self-esteem.

### **Behaviour Management**

- Have the ability to identify and de-escalate potential problems before they escalate and be able to develop strategies to promote the positive behaviour of pupils;
- Hold positive values and attitudes and adopt high standards of behaviour in their professional role;
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy;
- Maintain the school's system of rewards and sanctions, which is understood and appreciated by pupils and parents;
- Promote learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills.

### **Pupil Care & Welfare**

- Be familiar with and supporting all staff in following the school's safeguarding policy;
- Be aware of, and comply with, current policies and procedures relating to child protection; health & safety; confidentiality and data protection, reporting all concerns to the appropriate person;
- Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

### **Other**

- Have a commitment to collaboration and co-operative working where appropriate;
- Provide cover by supervising and teaching any pupils, whose teacher is unavailable;
- Know and understand the relevant statutory and non-statutory curricula/frameworks, including those provided through the National Strategies, for their subjects/curriculum areas;
- Engage actively with the annual performance management review process, in accordance with the school's policy;
- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies;
- Perform any reasonable duties as requested by the Head teacher or member of the Senior Leadership Team.

### **Working Time**

- Instructors are required to work 195 days in any one academic year, of which 190 days shall be with pupils;
- A deeply held conviction that every child can achieve and reach their potential;
- The belief that all children deserve a life of choice and opportunity;
- Ability to be adaptable in a fast-paced extremely environment;
- Commitment to the safeguarding and welfare of all children;
- Excellent classroom practitioner;
- Excellent team player;
- Ability to work successfully with pupils with challenging behaviour;
- High expectations of others;
- Resilience;
- Ability to work on own initiative;
- Willing to undertake training, in particular, active participation on 'The Teachers of tomorrow' programme.