



Vocational & Lifeskills Instructor

Job details

Job title: Instructor responsible for Life Skills & Vocational

Contract type: Full time permanent

Reporting to: Deputy Head Teacher

Responsible for: Delivery of Life Skills & vocational lessons across all classes

Main purpose

- To plan and deliver lessons in line with the school long term plans across all classes within the school.
- Collaborate with classroom teacher to engage all learners in all taught classes.
- Promote learners' development of daily living skills, independence, self-esteem and social inclusion.
- Give support to learners' individually or in groups, so they can access Life Skills lessons, take part in learning and experience a sense of achievement.
- Deliver lessons within the vocational area of the school. This may include wood work, basic DIY, painting and decoration, enterprise, life skills, work experience and travel training.
- To risk assess activities with support of class teachers and SLT.

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to increase achievement of all pupils, including integrating professional advice and targets into lessons.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Lead class learning support assistants to support engagement in the lesson and manage behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe learner performance and record progress in line with school policy
- Contribute to monitoring and tracking progress
- Contribute to end of term reports, meetings and relevant documents.
- To cover and lead class teaching as and when appropriate
- Direct the work, where relevant, of other adults in supporting
- Prepare and deliver life skills and vocational lessons across the school

Planning

- Use their area(s) of expertise to plan and prepare lessons within life skills and vocational areas of the curriculum.
- Undertake planning as directed by line manager related to roles and responsibilities
- Use allocated time to devise clearly structured lessons that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities
- Implement effective use of communication strategies used in the school to support comprehension and encourage progress.
- Take part in relevant class meetings which relate to your role.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher/ line manager
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including clinical
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Plan, interact and engage all members of the school community in line with the values and vision of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Support children who are upset/dysregulated and ensure all accident and incidents are reported in line with the school/ company policies
- Understand first aid policies and health and safety policies within the school and follow them

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

- To safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Person specification

CRITERIA	QUALITIES You may wish to classify these as “essential” or “desirable” depending on your expectations for the role
Qualifications and experience	Level 2 or 3 Certificate in Supporting Teaching and Learning in an SEN provision or equivalent Experience of working with children with additional needs Experience of planning and leading teaching and learning activities (under supervision) Appropriate level of certification in food and hygiene standards (or willing to undertake)
Skills and knowledge	Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults Skills and expertise in understanding the needs of all pupils Knowledge of how to help adapt and deliver support to meet individual needs Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils Excellent verbal communication skills Active listening skills The ability to remain calm in stressful situations Knowledge of guidance and requirements around safeguarding children Good ICT skills, particularly using ICT to support learning Understanding of roles and responsibilities within the classroom and whole school context Understanding of effective teaching methods Knowledge of how to successfully lead learning activities for a group or class of children Experience teaching or supporting everyday living skills such as cooking, toileting, showering, hair care Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
Personal qualities	Enjoyment of working with autistic children Sensitivity and understanding, to help build good relationships with pupils A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Commitment to maintaining confidentiality at all times Commitment to safeguarding pupil’s wellbeing and equality