



Employability Instructor

Recruitment Pack



Nurturing inclusive learning communities

CEO WELCOME

Dear Applicant,

Thank you for your interest in this vital post of Employability Instructor at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for this position.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We have six Academies: Ethos College, Reach Academy, Evolve Academy, Engage Academy, Elements Academy and Enrich Academy and we have high aspirations for future growth.

Thank you for your interest in Ethos Academy Trust and we will look forward to receiving your application.



Chris Davis
CEO, Ethos Academy Trust



ABOUT ELEVATE

Under the umbrella of Elements Academy, Elevate is our new provision (based at Herringthorpe), specifically designed to support Key Stage 4 students with social, emotional and mental health (SEMH) difficulties to access full time education. In the first instance, the provision will meet the needs of 15 students, increasing to 30 by September 2025. Our tailored curriculum will focus on developing the key skills and qualifications that are essential for our young learners as they transition into adulthood.

HEADTEACHER WELCOME

Dear Applicant,

Elements Academy is a Special School which opened in September 2022 in Rotherham, South Yorkshire. It offers 135 places for Key Stage 2 – 4 pupils (aged 7-16) who have an Education, Health and Care Plan (EHCP) where Social, Emotional and Mental Health (SEMH) is identified as the primary need.

Ethos Academy Trust has a long-standing reputation for achieving outstanding outcomes with vulnerable pupils. Our nurture-based philosophy underpins our practice. At Elements Academy, we provide a caring, stimulating, safe and welcoming environment where learning is enjoyable, and teaching is personalised to the needs and interests of individuals. Pupils are supported to fulfil their academic potential whilst developing the long-term confidence and skills required to succeed in post-16 education, employment or training.

Our outstanding staff teams are skilled at working with young people with needs across the SEMH range. In partnership with parents, carers and other professionals, we take a holistic approach to ensuring a young person's needs are identified and met throughout their journey at Elements Academy, preparing them for the next stage of their lives.

At Elements Academy, you will find strong, hardworking and dedicated members of staff. We believe in investing in our staff team and all staff have access to high quality internal and external professional development. Working within Ethos Academy Trust is extremely rewarding; making a difference to vulnerable children and young people, knowing that the work you do has a genuine, long-term impact on a young person's education and life chances.

We are seeking to appoint a Teaching Assistant to join our team at Elements (Elevate Provision). This is an exciting opportunity to shape the vision and direction of our new provision, creating a positive and inclusive learning environment where our young people can thrive personally and academically, fully prepared for a successful future.

We would like to thank you for your interest in this role and we look forward to receiving your application.

Vicky Woodrow



Headteacher, Elements Academy





Nurturing inclusive learning communities

Ethos College provides long-term full-time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted, and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



Nurturing inclusive learning communities

Evolve Academy is a KS2 and KS3 school that supports students with wide-ranging Social, Emotional and Mental Health (SEMH) needs. We currently have two school bases: one in Wakefield and the other in Castleford. Some of our students have been permanently excluded from Wakefield primary or secondary schools. We also work in partnership with Wakefield mainstream schools to offer a 12-week placement for students who may require short-term step-out provision before returning to their mainstream school.

Our aim is to provide a supportive and nurturing environment that will enthuse and engage students in education. We strive to ensure that our students have clear pathways to their next educational setting, supporting schools to ensure that their varying long-term needs can be effectively met, whether this is in a mainstream or more specialised school environment. Our long-term aim is for students to be empowered to develop into responsible citizens beyond their school years.



Nurturing inclusive learning communities

Elements Academy opened in September 2022, and is a special school based in Rotherham for students in KS2 to KS4 who have social, emotional and mental (SEMH) needs. All pupils attending the academy have an Educational Health and Care Plan (EHCP) in place.

We provide a community that is safe, respectful and aspirational and the nurture principle is at the heart of everything that we do. We offer a curriculum that empowers students to gain the skills, knowledge and resilience they need to be happy and successful individuals. At Elements Academy, we place equal value upon academic and personal development and, whilst we know our students have barriers to overcome, we are committed to giving them the skills to overcome them.



Nurturing inclusive learning communities

Reach Academy is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. All pupils attending the academy have an Educational Health Care Plan (EHCP) in place. Our nurture principles underpin our practice and ensure that we meet the individual needs of every pupil. We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



Nurturing inclusive learning communities

Engage Academy is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) with SEMH needs. All pupils attending the academy have an Education, Health and Care Plan (EHCP). We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have extremely high expectations and achieve good academic progress across the curriculum with an emphasis placed on improving pupils' reading, writing and maths skills through personalised and creative learning opportunities.



Enrich Academy is a well-established education provision for Key Stage 4 students (aged 14-16), specialising in supporting students with Social, Emotional and Mental Health (SEHM) needs as well as supporting young people aged 14-16 who are unable to attend a mainstream setting. Our nurture-based philosophy underpins our practice and ensures that we meet the individual needs of every student.

At Enrich Academy, our aim is to provide a caring, stimulating, safe and welcoming environment where learning is enjoyable. We also ensure our teaching is personalised to the needs of students by customising the curriculum to challenge ability and raise aspirations.

We aim to improve student wellbeing and the life chances of our young people, and all our students are supported to fulfil their individual potential whilst developing the confidence and skill required to succeed in post-16 education, employment or training.

TRUST MISSION

Ethos Academy Trust is uniquely positioned with a clear strategic focus on Social Emotional and Mental Health and wider Special Educational Need provision. Our Academies are nurturing and inclusive communities, underpinned by a genuine value led culture where pupils and staff thrive and grow to their full potential.

OUR CORE VALUES

 <h3>Leading</h3> <p>with integrity</p> <ul style="list-style-type: none">• Championing honesty and transparency• Building trusting relationships	 <h3>Encouraging</h3> <p>freedom and responsibility</p> <ul style="list-style-type: none">• Working collaboratively• Investing in effective partnerships
 <h3>Thinking</h3> <p>innovatively</p> <ul style="list-style-type: none">• Finding creative solutions• Meeting individual needs	 <h3>Improving</h3> <p>continuously</p> <ul style="list-style-type: none">• Raising standards• Developing strong and effective leaders
 <h3>Celebrating</h3> <p>achievement</p> <ul style="list-style-type: none">• Improving academic progress• Enriching personal development	 <p>ETHOS ACADEMY TRUST</p> <hr/> <p>Nurturing inclusive learning communities</p>



WHY WORK FOR THE TRUST?

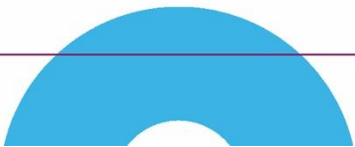
Ethos Academy Trust spans West and South Yorkshire, with all our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Huddersfield, Bradford and Rotherham. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all the children and young people within our community at the heart of what we do. Our staff are pivotal in this and in recognising, achieving and bringing to life our vision and values.

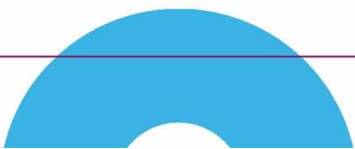
As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for pupils

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- A chance to work at a unique Trust with a clear direction and commitment to working with Social Emotional and Mental Health need and wider SEND pupils.
 - The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
 - Opportunities to collaborate with colleagues across academies and within the Central Trust teams and other Multi Academy Trusts on a local and/or regional basis.
 - Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
 - Access to Teacher and Local Government Pension Schemes.
 - Access to 24/7 Employee Assistance Programme which includes counselling and physiotherapy services.
 - All staff have 1:1 sessions with their managers every half term and complete a Wellness Action Plan at least annually.
 - All staff are required to have an annual appraisal.
 - We recognise and reward staff who have gone over and above with our half termly values driven staff awards.
 - Opportunity to have your say and to contribute to Academy related developments via annual staff survey, regular “pulse” surveys and Academy Liaison Groups.
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- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted shopping.
 - Additional day off after 5 years' service with the Trust
 - Local agreements for corporate access to gyms and other leisure facilities.



I started working for Ethos College around 11 years ago as a Grade 7 inclusion worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and be able to have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was proud to take up the post of science teacher. Since then, I have not looked back! I then moved into a leadership role at Ethos College. From September 2023, I moved to the position of Head of School at Enrich Academy. Working at Ethos Academy Trust and being part of the transformation of the lives of our young people is an absolute privilege.

EMMA McMANUS, HEAD OF SCHOOL - ENRICH ACADEMY





I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust thirteen years ago as an Inclusion Worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification. More recently I was able to complete training to become a SENDCo and I am currently SENDCo for Reach Academy. The Trust and management team within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

SARAH SIMMONDS, SENDCO - REACH ACADEMY

During my 8 years of employment with Ethos Academy Trust, I have been supported to access a number of professional opportunities and, after securing a teaching role, I became a member of the Senior Leadership Team at Ethos College and was supported in undertaking the NPQSL to help me enhance my leadership skills, understanding and practice. From January 2024, I moved to the position of Head of School at Reach Academy.

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

JACK GHEE, HEAD OF SCHOOL - REACH ACADEMY



ADVERT FOR EMPLOYABILITY INSTRUCTOR

Employability Instructor
Band G
37 hours per week
Term time plus 1 additional week
Permanent
Full time salary- £31,067 - £33,366 per annum
Actual salary - £27,362 - £29,387
Closing date - 24 February 2025 at 9am

Applicants

This is an exciting opportunity to join Ethos Academy Trust, where we aim to deliver the very best educational experiences for pupils across the primary and secondary age range. Our academies are welcoming, calm and purposeful and, within a nurturing ethos, our learners are stretched academically, supported pastorally and developed socially and emotionally.

We are looking to appoint an Employability Instructor to join our passionate and hardworking team at Elements Academy.

If you are looking for a new and rewarding challenge in education and you are committed and passionate to making a difference, then we look forward to hearing from you.

Closing date: 24 February 2025 at 9am
Interview date: To be confirmed


If you require further information or would like to arrange a visit, please contact Emma Rodgers – erodgers@eat.uk.com

You can apply for the vacancy at <https://www.eat.uk.com/recruitment-portal/current-opportunities/>

Safeguarding statement


Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.



EMPLOYABILITY INSTRUCTOR JOB DESCRIPTION

Job title	Employability Instructor
Location	Elements Academy, Dinnington and Elevate Provision, Herringthorpe
Hours	37 hours per week Term time plus 1 additional week
Reports to	Line manager
Staff responsible for	No staff responsibility
Closing Date	24 February 2025 at 9am
Salary/Grade	Band G Full time salary - £31,067 - £33,366 per annum Actual salary - £27,362 - £29,387 per annum
Job Purpose	<p>Provide curriculum content which develops personal growth and an individual's work readiness supporting them to progress successfully.</p> <p>Create, design and deliver a dynamic and engaging curriculum to motivate and inspire pupils to succeed.</p> <p>Integrate relevant policy guidance and embrace the principles of the Education Inspection Framework.</p>




KEY OBJECTIVES AND ACCOUNTABILITIES

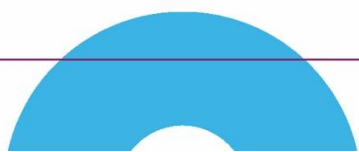
Main Duties

- Work across teams to ensure a joined-up approach to the promotion of employer engagement activities that maximises student interaction and participation, developing their skills and knowledge
- Work closely with placements, tutors and keyworkers, aligning objectives with the Gatsby Benchmarks
- Work collaboratively with employers creating a seamless and integrated approach to learner development so they are best placed to access opportunities for apprenticeships or employment
- Prepare quality schemes of work, lesson plans and materials as required for learners on traineeship provision
- Embrace and instil relevant policy and guidance in relation to the Education Inspection Framework E.g. British Values and PHSE
- Use initial and diagnostic assessments and Individual Learning Plans (ILPs) to effectively plan the learner's individual learning journey
- Plan and deliver engaging classes and workshops that inspire learners to achieve
- Prepare learners effectively for assessments in accordance with JCQ and/or Awarding Body requirements
- Monitor attendance, punctuality and achievement setting improvement targets where standards are not met
- Work with the Headteacher/Provision Manager and Inclusion and coaching team to ensure the curriculum Intent Implementation and Impact remains current and effective
- Liaise with the Data Team and other key staff to confirm learner qualification registration, ensuring that any special adjustments are in place
- Maintain accurate and complete tutor records, tracking and monitoring learner progress and development to ensure high accreditation pass rates and good retention
- Provide the business development team with CVs of suitable candidates for City Gateway Apprenticeship opportunities
- Promote, challenge and demonstrate behaviours that will help our learners become good citizens
- Work with other stakeholders involved in the learner journey towards employment – i.e. Coordinators, IQAs, other tutors and employers
- Contribute to working with a range of external agencies, including Job Centre Plus, Local Authority and others
- Provide learners with appropriate tutorial support in accordance with programme and individual requirements
- Undertake such staff development activities as required by the Provision Manager
- To maintain an up-to-date knowledge of specialist subject/discipline area
- Participate in the appraisal scheme as required
- Host employer events/job fairs and support with attending job fairs/further education open days
- Provide information and guidance to parents and carers as required
- Support students to become aware of employability skills such as effective application forms, CVs, covering letters and developing interview techniques

General



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- Act with integrity, honesty and professional competence and understand the importance of confidentiality.
 - Have a positive attitude towards working with vulnerable young people including ability to be understanding, responsive, calm and supportive.
 - Carry out your duties with due regard to current and future Trust and academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Trust communications.
 - Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety at Work Act
 - Demonstrate day to day commitment to the Trust's vision, mission and core values.
 - Carry out such reasonable additional duties as may from time to time as determined by or on behalf of Trust Senior Leaders or the Trust Board.



PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
Knowledge, Education and Training	Educated to degree level (consideration of Level 4 qualification for the right candidate)	E
	Knowledge of legislation and practice in education and Special Educational Needs	E
	National professional qualification relevant to the role	D
	Knowledge of Gatsby principles framework	E
	Evidence of recent CPD relevant to the role	E
Relevant Experience	Experience of teaching employability and work-related learning to young people	E
	Experience of embedding the development of English, Maths, British Values and PHSE into the curriculum	E
	Experience of working with young people in developing qualities such as confidence, resilience and independence	E
	Experience in working in marginalised communities where access to good quality jobs and further education can be challenging	D
Aptitudes, skills and competencies	Able to demonstrate motivational teaching and learning which inspires young people	E
	Ability to build the knowledge and cultural capital that young people need to support future learning and/or employment	E
	Able to demonstrate an enthusiastic and collaborative approach	E
	Ability to produce a high standard of supporting documentation required for the role i.e. schemes of work and lesson plans	E
	Ability to plan and meet accredited and non-accredited outcomes	E
	Ability to act as a course tutor and ensure that the learner's journey is effectively tracked and recorded	E
	Able to confidently manage challenging behaviour	E

	Excellent IT skills including the ability to understand the importance and use of social media	E
	Willingness to develop new projects and ideas to enhance the learners' experience	E
	Ability to act as an excellent role model for young people	E
	Have an interest in how learning can be supported and made more interesting with the use of technology	D
	Knowledge of the local training on offer and the local job market	D
	Experience of Ofsted inspection	D
Any additional factors	Ability to work flexibly with a willingness to work outside of normal Trust hours on occasion	E
	Commitment to ongoing personal training and development	E
	Full driving licence and business insurance with use of own vehicle, with a willingness to transport pupils in own vehicle	E
	Willingness to undertake an Enhanced Disclosure and Barring service check; pre-employment and annual whilst in employment	E
	Have an up-to-date understanding of safeguarding and child protection issues and procedures and a commitment to maintaining an up-to-date knowledge of child protection legislation and guidance	E

Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments

will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

Online checks for shortlisted candidates

In accordance with DfE Keeping Children Safe in Education 2024, an online search, including social media, will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

GDPR

A copy of our Privacy Notice is available via our website: www.eat.co.uk





Nurturing inclusive learning communities

Ethos Academy Trust
c/o Reach Academy
Field Hill Centre
Batley Field Hill
Batley
WF17 0BQ

