

Instructor



Job Title: Instructor

Pay scale: £23,000 - £27,000

Responsible to: Tutor/Deputy Principal

Contract: Permanent

Hours: 37 hours per week

Holidays: 5.6 weeks per annum, plus an additional allowance during Christmas closure

Please note that from time to time the post holder may be required to carry out additional duties to those contained within this document to help support the efficient running of the business

Main duties:

To lead 1:1 and group sessions to students with varying abilities across all pathways at FHL. To assess, plan and deliver specific areas of student curriculum as directed and work closely with tutors to monitor students' progress and achievement.

Quality of Education

- To work closely with the tutors to deliver inspirational and ambitious learning opportunities to all students at FHL
- Deliver sessions both on and off campus to ensure the delivery of a quality and meaningful learning offer
- To create and develop relevant learning resources in conjunction with the therapy and support teams to support teaching and learning
- Support the planning and delivery of baseline assessments and person-centred targets throughout the academic year.
- Work closely with the tutor to recognise and record progress and achievement by producing high quality evidence
- Embrace a culture of total communication to ensure all student's preferred methods of communication are met.
- Work with the wider team to ensure effective use of assistive technology for individualised learning and need
- Work closely with the tutors to ensure all teaching and learning is relevant, meaningful and engaging to support learner progress
- Support the effective delivery of the college timetable including bespoke differentiation for each student
- Deliver sessions both on and off campus both 1:1 and in small groups
- Implement the **RARPA** process effectively in order to Recognise And Record and celebrate Progress and Achievement
- Plan lessons effectively including clear direction of the LLA team for all students to be supported successfully
- To ensure all relevant risk assessments are completed as required for sessions on and off site.
- Carry out effective administration duties within the role

Personal Development

- Support the students' personal development and transition needs through liaison with the students, parents'/carers, tutors, LLAs and wider MDTs
- Willingness to undertake a wide range of CPD, attend relevant training courses and lead training when relevant/needed
- Offer a flexible approach to working hours to meet the needs of the organisation
- Work as part of a team to develop responsible, respectful and active citizens
- Develop and deepen learners' understanding of the fundamental British values of democracy, individual liberty, the rule of law and mutual respect and tolerance
- Promote equality of opportunity so that all learners can thrive together, understanding that difference is a positive, not a negative, and that individual characteristics make people unique
- Providing meaningful and inspiring opportunities for students to make informed decisions about their further steps in line with the preparation for adulthood agenda
- Promote an inclusive environment that meets the needs of all learners, irrespective of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, relationship status or pregnancy
- Developing learners' confidence, resilience and knowledge so that they can keep themselves physically and mentally healthy
- Support the development of an understanding of healthy relationships through appropriate relationship and sex education

Behaviour and Attitudes

- To build strong relationships with learners so that there is a thorough understanding of their needs
- To provide learners with the tools needed to access meaningful, person-centred opportunities and to support them in overcoming any potential anxieties they may have.
- To support enrichment activities across the provision including outside of college term time
- Provide a calm and orderly environment for the students to be able to learn effectively
- Be a role model for motivation and positive attitudes to learning
- Support FHLs positive and respectful culture in which staff know and care about learners.
- Facilitate an environment in which students feel safe because staff and learners do not accept bullying, harassment or discrimination or peer-on-peer abuse online or offline. Deal with any issues quickly, consistently and effectively.

General Responsibilities:

As a professional, progressive and supportive organisation, Future Horizons Leeds expects all colleagues to:

- To promote the inclusion and acceptance of all Students
- To ensure all staff support Students consistently whilst recognising and responding to their individual needs.
- To ensure all visitors to FHL's premises are received and welcomed
- Embrace, understand and promote the ethos of FHL and to understand the roles they play as part of the team to provide high levels of care and education for our Students.
- Abide by the FHL Code of Conduct and all other policies, procedures and regulatory requirements and guidelines relating to their role.

- Comply with health and safety guidelines and take reasonable care to keep themselves and others safe.
- Ensure safeguarding procedures are followed in line with Local Authority and FHL guidelines and legislation.
- Maintain confidentiality and respond appropriately to issues regarding confidentiality, for example, being aware of personal information regarding our Students.
- Work in collaboration with colleagues and others and FHL stakeholders.
- Keep job knowledge up to date through company and external training, showing a commitment to professional development.
- Act as a positive representative of FHL by modelling and maintaining a professional approach and behaviours at all times.
- Demonstrate a proactive approach, using initiative and showing resilience to take responsibility for getting tasks done.
- Show a willingness to undertake additional roles to meet the needs of the provision, Students and colleagues.
- Be flexible and perform any other duties as required by the Trustees within the scope and spirit of the role.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced DBS (Disclosure and Barring Service) background check

Signed _____ **(Principal/CEO)** **Date:**

I acknowledge that I have seen and received a copy of the above job description.

Signed..... **Date:**