



WELLSPRING

We Make A Difference

Special Provision Partnership



Instructor - Vocational Provision

Grade 7
SCP 24-27

Job Description
The purpose of this post is to:
<ul style="list-style-type: none">● Take a lead in the coordination, design and delivery of a variety of vocational activities.● Engage pupils in purposeful activities, courses and work experience programmes.● To develop engaging and practical programmes that equip our pupils with essential life skills to prepare them for successful adulthood.● Assess pupils' responses to learning and make modifications to meet their needs.● Contribute to the school's cycle of planning and assessment.● Work with parents to secure good attendance.● Ensure good communication between key stakeholders.● Work with creativity, determination and rigour.
The successful candidate will:
<ul style="list-style-type: none">● Develop and use specialist knowledge and experience to support pupils with a wide range of needs.● Work with groups and individuals both on and off-site.● Maintain discipline in accordance with the school's policies and procedures.● Assess, record and report on the attendance, progress and development of pupils.● Communicate and work effectively with professionals and parents on a range of matters.● Provide effective supervision, mentoring and support to staff, coaches and volunteers as required.● Lead or assist with the development and implementation of administrative systems to ensure safety, effectiveness, efficiency and value for money.
Key Result Areas
<ul style="list-style-type: none">● Safe, effective and enjoyable vocational activities and programmes are developed to meet school and pupil needs.● Pupils access vocational provision both on and off-site as required in a wide range of areas, for example. Outdoor Education, Enterprise, Horticulture and Skills for Working Life.● Pupils' development is tracked and progress is evidenced over time.● Pupils achieve relevant accreditation.● Effective partnership working takes place to meet joint priorities.
Essential Criteria
Education & Training

1. GCSE English/Maths at grade A to C or equivalent.
2. A level or level 3 qualification in a relevant subject or area (please explain relevance).
3. Commitment to all CPD offered.

Experience

- Relevant experience in a school or similar setting.
- Experience of working with children and young people with additional and/or special educational needs.
- Experience of planning and leading activities that support learning and growth.
- Experience of building and maintaining long term relationships with pupils.
- Experience of working effectively within a multi-disciplinary assessment and/or support context for children.
- Experience of staff/volunteer supervision.

Knowledge and Abilities

- A detailed understanding of the area of work and post for which you are applying.
- Knowledge of the engagement strategies required to support pupils with SEND.
- Ability to plan and deliver a wide range of activities according to pupils' needs.
- Knowledge of assessment strategies and ability to report progress to parents and professionals.
- Ability to provide direction and support to other members of staff.
- Knowledge of strategies to maintain good attendance.
- Understanding of relevant technical areas including health and safety and the management of risk.
- Understanding of financial processes including budget monitoring and ability to secure external funding.
- Ability to work constructively as part of a team.
- Ability to respond calmly and use initiative, responding effectively to unexpected or unplanned situations.
- Ability to use a range of strategies to support positive behaviour and self-regulation.
- Ability to use IT and other equipment to support learning and administration.
- Ability to drive a minibus or willingness to complete training.
- Ability to demonstrate exceptionally effective communication skills, both oral and written, at all levels.

Additional Requirements

We expect all our adults to:

- Uphold and promote professional standards including the Trust and Academy's code of conduct and values.
- Establish constructive relationships with all and understand and respect the position of all within the Trust.
- Contribute to the overall ethos, work and aims of the school.
- Promote the inclusion and acceptance of all pupils.
- Work as a member of a team to provide a safe, caring and stimulating environment.
- Be warm, consistent and reliable.
- Attend to pupils' personal needs (including social, health, physical, hygiene, first aid and welfare matters) according to the school's policies and procedures.
- Provide children with a 'secure base' in school by:
 - helping them to regulate their emotions
 - modelling the role of a trusting adult

- o supporting them to form and maintain trusting relationships with others
- o maintaining a calm and consistent approach and asserting appropriate boundaries
- o encouraging children to reflect on what goes wrong but not in a way that induces shame.
- Provide an on-call response for pupils.
- Administer and assess routine tests and invigilate when required.
- Undertake administrative tasks relevant to the role and according to the systems of the school.
- Assist with the supervision of pupils on visits, trips and out of school activities as required.
- Supervise pupils at lunch and break times.

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Principal and develop and promote high standards of professional conduct throughout the Partnership.

You will be expected to carry out your duties in line with the SPP's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.

You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services. You will be expected to travel and will, therefore, have access to a vehicle (with appropriate Business Insurance) or other appropriate mode of transport. There may be a requirement to transport pupils from time to time, subject to appropriate risk assessments being in place.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within 'good practice' guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

Responsible to: Assistant Head Teacher

Employee Supervision: Support Staff

April 24