

**Children & Young People's Service**

**Craven Pupil Referral Service**

**JOB DESCRIPTION**

<b>POST: Instructor</b>	
GRADE: Grade H	
RESPONSIBLE TO: Member of Senior Management team	
STAFF MANAGED: Oversees the work of the support staff within the classroom	
Post Ref No:	Job Family: EF
<b>JOB PURPOSE:</b>	<p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, consistent with the aims of the school.</p> <p>Activities involve planning, preparing and delivering learning lessons in the specialist subject across key stages 3 and 4, as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development.</p> <p>Instructors are required to work collaboratively and support colleagues where they do not have a full instructor timetable: in providing teaching assistant support under the direction of a teacher and/or as Cover Supervisor, providing cover for short term absences of colleagues.</p> <p>May have specific responsibilities for the management and development of key areas within the school</p>
<b>JOB CONTEXT:</b>	<p>Works within the classroom or appropriate area of the school site delivering lessons on specialist subjects eg Cookery, Motor Vehicle, Construction, Sports or Art to pupils at the school.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Management	<ul style="list-style-type: none"> <li>• Develop and maintain an up-to-date knowledge and understanding of the subject area the postholder is responsible for.</li> <li>• Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.</li> <li>• Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide objective accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.</li> <li>• Challenge and motivate pupils, promote and reinforce self-esteem.</li> <li>• Work with the School's agreed discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.</li> <li>• Take an appropriate role in the development and implementation of appropriate behaviour management strategies.</li> <li>• Participate in the marking of pupils' work and accurately record achievement/progress.</li> <li>• Organise and manage appropriate learning environment and resources.</li> <li>• Use ICT, where appropriate, to advance pupils' learning, use common IT tools for own and pupils' learning.</li> <li>• Undertake break supervision as required</li> <li>• Undertake routine clerical duties</li> <li>• Supervise pupils sitting internal and external examinations and tests, ensuring examinations comply with examination board regulations</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Liaise between managers/teaching staff and teaching assistants in the school/college.</li> <li>• Listen actively and respond to concerns about developmental or behavioural changes.</li> <li>• Participate in meetings with other staff, external professionals and parents regarding pupils, in a support capacity to the teacher</li> </ul>
People Management	<ul style="list-style-type: none"> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Oversees the work of support staff in the classroom who are supporting the learning processes</li> <li>• Participate, where required, in the recruitment/ induction/ appraisal/ training/ mentoring of other support staff working across the school.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Under the guidance and supervision of a class teacher be responsible for marking the register or being a form tutor.</li> <li>• Assess, record and report on pupils' attainment and progress within assessment and reporting processes</li> <li>• Share information confidentially about pupils with teachers and other professionals as required</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>• Within an agreed system of supervision, plan teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health</li> </ul>

	<p>and Safety policy and procedure.</p> <ul style="list-style-type: none"> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users.</li> <li>• Promote inclusion and acceptance of all pupils</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
Date of Issue:	