

Role title: Instructor

Reporting to: Teaching and Learning Lead

Role outline and accountabilities

You will demonstrate a passion for working with children with SEND and dedication to promoting and engaging young people in a subject area/s. You will work with both teaching and support staff to assist in all aspects of the work to promote a healthy, nurturing and supportive learning environment. Committed to delivering high quality education, you will work to achieve the highest of standards and continue to strive for the best outcomes for young people.

Responsibilities

Teaching

- Have accountability for supporting the development of the curriculum across your subject area/s in a caring, supportive, purposeful and stimulating environment.
- Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- Support to deliver the positive attainment and progress in your subject area/s for all students enrolled at Pivot, in line with agreed targets.
- Work with colleagues to develop quality first /exceptional teaching practices.
- Help to create and promote a caring, supportive, purposeful and stimulating environment which is conducive to academic and social learning.
- Planning and preparing lessons in order to deliver the National Curriculum, and other accredited areas, ensuring breadth and balance.
- Maintain positive relationships and purposeful learning environments with the students, safeguarding their health and safety
- Organise and manage groups or individual students, ensuring the learning needs are matched to student abilities.
- Plan opportunities to develop the social, moral, emotional and cultural aspects of students' learning.
- Maintain a regular system of monitoring, assessment, record-keeping and reporting of student's progress.
- Ensuring effective use of support staff within the learning environments.
- Ensuring students attain, achieve and make appropriate rates of progress as determined by agreed targets.
- To participate in staff meetings as required.
- To communicate and consult with parents on all aspects of their child's education – including academic, social and emotional.
- To cover in the absence of a colleague
- If required, to be a mentor to a student or group of students and communicate regularly with parents.
- To partake in quality assurance and promote without prejudice the agreed policies of the school
- Uphold the exciting and stimulating shared vision, which fits within the overall Pivot strategy, and inspires and motivates students, staff and all other members of the school community
- Providing a safe and orderly environment that protects and cares for the young people and staff
- Embedding a culture of positivity and motivation
- Ensuring your subject area/s meet all statutory requirements as defined by Ofsted/ DFE, and other external bodies
- To undertake other roles or responsibilities as determined by your Manager or Headteacher
- To promote and actively support Pivot's responsibilities towards mental health and wellbeing of our pupils, your colleagues and your own mental health.
- To treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.

Administration

- To maintain individual student records as necessary and ensure that they are kept up to date.
- To monitor student behaviour, attendance and achievement using the Pivot systems and, in consultation with key staff, decide on appropriate, interventions and rewards.
- To monitor incidents where students require positive handling and ensure appropriate recording and reporting takes place in accordance with school policies.
- Plan revision sessions, prepare students for examinations, and secure appropriate access arrangements by liaising with the SENCo.

Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • English and Maths GCSEs at grade 5 / C or above • Experience teaching across an age group • Experience teaching SEMH/ASC learners • Evidence of being able to build and sustain effective working relationships with young people, staff, parents/carers and the community 	
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of National Curriculum • Knowledge of positive relationship building • Ability to deliver a differentiated curriculum to learners 	<ul style="list-style-type: none"> • Knowledge of Arbor and other education databases • Understanding current educational issues and initiatives
Skills and abilities	<ul style="list-style-type: none"> • Excellent administration skills • Good IT skills • An ability to keep accurate and up to date records • Good behaviour management skills • Ability to work under pressure and meet deadlines • Superb organisation skills and the ability to prioritise independently • Good communicator both verbally and in writing to a variety of audiences • Able to handle confidential and highly sensitive information 	
Personal qualities	<ul style="list-style-type: none"> • Reliability and integrity • Adaptability to changing circumstances / new ideas • Commitment to the safeguarding of our students • A commitment to inclusive education • Resilience and perspective • Empathy and respect towards others • Willing to work flexibly to support students 	<ul style="list-style-type: none"> • Determination to succeed and the highest possible expectations of self and others