**JOB DESCRIPTION**

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| **Job Title:** | **Lead Construction Instructor** |
| **Reports to:** | **Vocational Team Leader** |
| **Responsible for:** | **Instructors / Apprentices** |
| **Grade:** | **Scale 31 – 35 Green Book** |

**JOB PURPOSE:**

To carry out effectively the duties of a vocational instructor and school lead for construction within an alternative provision school.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

1. To instruct and tutor classes in areas to include woodworking, machine operating, paint & decorating and as designated within an agreed framework of syllabus, styles and procedures including:

* preparing and delivering lessons according to agreed schemes of work and keeping accurate records of work and independent learning set
* correcting pupils’ work promptly, thoroughly, carefully and in positive way according to agreed procedures and policy
* engaging pupils in the assessment process by regular feedback to individual pupils indicating the ways in which improvements and progress can be made, according to agreed time schedules
* setting appropriate learning targets for students which are based on current data and which are both shared with the students and used in continuous assessment
* keeping accurate and adequate records of pupils’ progress and completing reports within agreed timescales and according to the school policies

1. To ensure that classes are managed in such a manner as to enable learning for all to take place and that the Schools behaviour for learning policy and procedure is consistently applied
2. To ensure that instructing and learning is appropriately differentiated, challenging, varied and appropriately paced
3. To work in collaboration with the inclusion staff in planning and delivering appropriately differentiated work to students with SEN needs
4. To foster close, supportive and collaborative links with colleagues within the subject area and Faculty and/or within the learning stage and with those engaged in extra-curricular and cross-curricular activities
5. To direct the work and allocate tasks to subject support staff working with your class or students in accordance with the agreed learning stage schedules and schemes of work
6. To assist with activities on induction/taster days and open days.
7. To maintain construction stores and equipment and stocks to ensure that all equipment and stock is adequately logged, monitored and maintained so that it is available for issue, use and return as required.
8. Responsible for arranging and submitting examination data.
9. Contributing to the whole school improvement plan.
10. Undertaking whole school responsibility to include health & safety
11. To attend staff briefings and meetings and to be familiar with all school routines and policies.
12. Provide a safe and engaging environment for young people to thrive.
13. Use construction skills to develop and mentor young people in a positive way.
14. Additional teaching of another subject to include but not restricted to PSHE, Employability Skills or Personal & Social Development.
15. Acting as a form tutor with regular communication with parents.
16. Supervising pupils at breaks and lunch periods.
17. Delivering an after-school club.
18. The potential to support and or lead in another main area within the school

**Budget, Equipment, Health and Safety and Management**

1. To be responsible for the construction budget.
2. To be responsible for the line management and appraisal of construction staff members.
3. To be responsible for all equipment used and ensure it meets appropriate health and safety at all times.
4. To ensure that staff and pupils have the appropriate training and qualifications to carry out the activities.

Note:

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management’s discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the Trust’s service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your “typical working arrangements” specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

**PERSON SPECIFICATION**

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| **Job Title:** | **Lead Construction Instructor** |
| **Reports to:** | **Vocational Team Leader** |
| **Responsible for:** | **Instructors and Apprentices** |
| **Grade:** | **Scale 31 – 35 Green Book** |

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|  |  | |  | | **Assessed by:** | | | |
| **No** | **CATEGORIES** | | **Essential/ Desirable** | | **App**  **Form** | | **Interview /Task** | |
| **STRATEGIC DIRECTION & DEVELOPMENT OF THE SCHOOL** | | | | | | | | |
| 1. | Experience of developing and implementing some whole school policies within the subject areas. | | **E** | | ✓ | | ✓ | |
| 2. | Experience of using a range of information and evidence to raise pupil achievement. | | **E** | | ✓ | |  | |
| 3. | Ability to strategically plan a subject areas. | | **E** | | ✓ | | ✓ | |
| 4. | Experience of developing and successfully delivering inclusive practice to ensure equal opportunities for all. | | **E** | | ✓ | |  | |
| 5. | Ability to identify realistic and challenging targets for improvement in the subject areas. | | **E** | | ✓ | | ✓ | |
| 6. | Ability to ensure that those involved in the delivery of the subject are confident to do so. | | **E** | | ✓ | |  | |
| 7. | Evidence of involvement with governors and working in partnership with parents. | | **D** | | ✓ | | ✓ | |
| **TEACHING & LEARNING** | | | | | | | | |
| 8. | | Exemplary classroom instructor. | | **E** | | ✓ | | ✓ |
| 9. | | Ability to ensure curriculum coverage continuity and progression in the subject, for all pupils. | | **E** | | ✓ | | ✓ |
| 10. | | Ability to set targets in the subject areas using current data to map onto and GCSE and/or equivalent. | | **E** | | ✓ | |  |
| 11. | | Experience of using inclusive practices to ensure equal opportunities for all in the subject area. | | **E** | | ✓ | |  |
| 12. | | Experience in the secondary/specialist phase of SEN | | **D** | | ✓ | | ✓ |
| 13. | | Experience of implementing the principles and practices in behaviour management and strategies. | | **D** | |  | | ✓ |
| 14. | | Experience of national strategies and their impact on teaching and learning in special education. | | **D** | | ✓ | |  |
| 15. | | Experience of the delivery of the national curriculum within relevant key stage(s) and its assessment tools. | | **D** | | ✓ | | ✓ |
| 16. | | Experience of extending the subject curriculum to develop effective links with the local community. | | **D** | | ✓ | |  |
| **LEADING & MANAGING STAFF** | | | | | | | | |
| 17. | | Ability to provide subject leadership across the key stage(s). | **E** | | | ✓ | |  |
| 18. | | Ability to conduct an audit and identify priorities for development and training needs within the subject area. | **E** | | | ✓ | | ✓ |
| 19. | | Well-developed interpersonal and personnel management skills. | **E** | | |  | | ✓ |
| 20. | | Contribute information to ensure that the Head Teacher, senior managers and governors are well informed about subject policies. | **E** | | | ✓ | |  |
| 21. | | Experience of appraising staff as required by the school policy. | **D** | | | ✓ | |  |
| **EFFICIENT & EFFECTIVE DEPLOYMENT OF STAFF & RESOURCES** | | | | | | | | |
| 22. | | Experience of directing, supporting and monitoring the work of staff within the delivery of the subject. | **E** | | | ✓ | |  |
| 23. | | Ability to maintain existing resources and to plan for opportunities for further development. | **E** | | | ✓ | |  |
| 24. | | Ability to use accommodation to create an effective and stimulating environment. | **E** | | | ✓ | |  |
| 25. | | Experience of ensuring that the learning environment is safe and that risks are adequately assessed. | **E** | | | ✓ | |  |
| 26. | | Experience of resource allocation and budget management. | **D** | | | ✓ | | ✓ |
| 27. | | Available for driving pupils as required | **D** | | | ✓ | | ✓ |
| **PROFESSIONAL DEVELOPMENT / QUALIFICATIONS** | | | | | | | | |
| 28. | | Sound up to date subject knowledge | **E** | | | ✓ | | ✓ |
| 29. | | Completion of a recognised behaviour management training course. | **D** | | | ✓ | |  |
| 30. | | City & Guilds – Construction or equivalent | **E** | | | ✓ | | ✓ |
| 31. | | Relevant and recent industry experience and a willingness to maintain industry updates and standards. | **E** | | | ✓ | | ✓ |
| **PERSONAL ATTRIBUTES** | | | | | | | | |
| 32. | | Excellent communication and interpersonal skills. | **E** | | |  | | ✓ |
| 33. | | Confident ICT user. | **E** | | | ✓ | |  |
| 34. | | Ability to motivate staff and set example of high personal standards. | **E** | | | ✓ | |  |
| 35. | | Ability to work sensitively with a variety of people. | **E** | | | ✓ | | ✓ |
| 36. | | Ability to promote the positive image of the school. | **E** | | | ✓ | |  |
| 37. | | Be enthusiastic and have the motivation to work in Alternative Provision (AP) | **E** | | | ✓ | | ✓ |
| 38. | | Be committed to equal opportunities and safeguarding | **E** | | | ✓ | |  |