HEARTWOOD
LEARNING TRUST

Job Description

Job Title	Specialist Instructor
Grade	H
Responsible To	Class Teacher/ Member of Senior Management / Principal
Staff Managed	Oversees the work of the support staff within the classroom
Job Family	Teaching Assistants
Job Purpose	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. Activities involve planning, preparing and delivering learning lessons in the specialist subject across all key stages, as well as monitoring pupils, assessing, recording and reporting on pupils achievement, progress and development. May have specific responsibilities for the management and development of key areas within the school
Job Context	Works within the classroom or appropriate area of the school site delivering lessons on specialist subjects eg Drama, sports to pupils at the school.
Accountabilities / Main Responsibilities	
Operational Issues	● Develop and maintain an up-to-date knowledge and understanding of the subject area the postholder is responsible for. ● Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs. ● Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives. ● Provide objective accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. ● Challenge and motivate pupils, promote and reinforce self-esteem. ● Work with the School's agreed discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence. ● Take an appropriate role in the development and implementation of appropriate behaviour management strategies. ● Participate in the marking of pupils' work and accurately record achievement/progress. ● Organise and manage appropriate learning environment and resources. ● Use ICT, where appropriate, to advance pupils' learning, use common IT tools for own and pupils' learning. ● Undertake break supervision as required ● Undertake routine clerical duties ● Supervise pupils sitting internal and external examinations and tests, ensuring examinations comply with examination board regulations
Communications	● Liaise between managers/teaching staff and teaching assistants in the school/college. ● Listen actively and respond to concerns about developmental or behavioural changes. ● Participate in meetings with other staff, external professionals and parents regarding pupils, in a support capacity to the teacher
People Management	● Participate in training and other learning activities and performance development as required ● Oversees the work of support staff in the classroom who are supporting the learning processes ● Participate, where required, in the recruitment/ induction/ appraisal/ training/ mentoring of other support staff working across the school.
Safeguarding	● To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

Systems and Information	● Under the guidance and supervision of a class teacher be responsible for marking the register or being a form tutor. ● Assess, record and report on pupil's attainment and progress within assessment and reporting processes ● Share information confidentially about pupils with teachers and other professionals as required
Planning and Organising	● Within an agreed system of supervision, plan teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate.
Data Protection	● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	● 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 and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	● 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. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop own understanding of equality issues.
Flexibility	● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	● The Trust 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. ● The Trust 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. ● Understand your own role and its limits, and the importance of providing care or support.

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Person Specification

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Essential	**Desirable** (if not attained, development may be provided for successful candidate)
Knowledge	
● Good understanding of child/young person's development and learning processes. ● Understanding of individual children and young peoples' needs. ● An understanding that children/Young people have differing needs and knowledge of inclusive practice ● Extensive knowledge of the specialist subject area	● Knowledge of Behaviour Management techniques ● Knowledge of Child Protection and Health & Safety legislations and procedures ● Knowledge of mentoring approaches
Experience	
● Experience of working in a classroom environment. ● Experience of developing skills in others	● Experience in instructing children in the specialist area
Occupational Skills	
● Excellent written and verbal communication skills: able to communicate effectively with all children, young people, families and carers ● Excellent interpersonal communication skills, including good listening skills ● Good reading, writing and numeracy skills ● Ability to work successfully in a team. ● Able to exercise discretion and judgement. ● Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe. ● Skills to manage pupils behaviour appropriately ● Confidentiality skills ● Flexibility	
Qualifications	
● Degree level or level 5 qualification or equivalent in the specialist subject area	● Appropriate first aid training *(Dependent on the schools needs)*
Other Requirements	
● Enhanced DBS clearance ● To be committed to the school's policies and ethos. ● To be committed to Continuing Professional Development. ● Motivation to work with children and young people. ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people. ● Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline ● Ability to work outside of normal school hours to attend meetings e.g. Parent's Evenings	