**Position:** **Post 16 Digital Skills Instructor**

**Teaching Subject:** **Digital Skills (Animation, Photography, Art, Games Design)**

**Reports to:** Centre Manager

**Key Relationships:** ETF Staff

Local Authority SEN team, Jobcentre Plus

Partner Agencies, Schools, Colleges, Employers and parents/carers

**Annual Leave:** 28 days inclusive of statutory bank holidays

**Place of Work:**  Plymouth- also required to work at other sites as directed

*(Must be capable of travelling for business related purposes)*

**Contract:**  Full Time, 41 weeks academic year - 37.5 hours p.w.

**Salary Band**: £21,259 - £ 23,676

**This role is subject to an enhanced DBS check with a 6-month probationary period.**

Overview:

An un-qualified teacher role, you will be on a journey to develop your skills and achieve your qualified teacher status

With support from qualified teachers and managers you will delivering a high quality education and outcomes to learners, creating resources, plans, assessments and projects to inspire learners.

As a professional role, you will manage your time and be accountable for learners achievements and will liaise with the learners circle of support, employers and other third parties to build a team approach in enabling the learner to achieve their aims.

Above all engendering a positive, fun, engaging environment and experience for all

Key Objectives:

|  |  |
| --- | --- |
| Objective | *Measured by* |
| * Engage and retain learners | *Attendance data, retention data* |
| * Demonstrate high quality teaching and learning | *Observation of teaching, learning and assessment* |
| * Build learner confidence and self esteem | *RARPA, distance travelled* |
| * Develop opportunities for learners to gain experience | *Work experience, trips, visits and community projects* |
| * Enable learners to achieve outcomes | *Achievement, destination data* |
| * Demonstrate high quality work | *Audit, Accuracy, timeliness, awarding organisations* |
| * Demonstrate positive interpersonal relationships | *Behaviours, feedback* |
| * Ensure a safe and healthy environment | *Risk assessment, Safeguarding/Prevent records* |
| * Achieve a positive fun and interesting learning environment | *Learner voice, feedback* |

## Responsibilities:

### Education

* Work in a team with “Manager”, “Teachers” and “Learning Support Assistants” to meet learners needs, case conference, develop/implement resources, materials and approaches to engagement
* Support ETF marketing and promote our services to prospective learners and stakeholders, attending events to market and engage learners
* Develop and maintain positive relationships with the parents and carers of learners
* Work with the learner and circle of support on an ongoing basis to develop Person Centred Plans (PCP) and Information, Advice & Guidance (IAG) that inform the Individual Learner Plan (ILP), Education Health Care Plan (EHCP) and progression
* Provide a skills scan, initial and diagnostic assessment of learners to inform and set targets for their Individual Learning Plan in a person centred approach and embedding RARPA (Recognising and Recording Progress and Achievement) practices
* Support the specific requirements of learners with Special Educational Needs, providing information to update the Education Health Care Plans, and taking part in person centred review meetings
* With support from Teacher and Management, plan and deliver teaching and learning (virtual and face to face); assess learners and evaluate your delivery for learners, to prescribed standards and meeting the requirements of funding/quality bodies (Ofsted, MATRIX, RARPA etc).
* Work with Math, English and ICT teachers to embed, contextualise math, English and ICT in all lessons
* Work with Teacher to develop teaching and learning resources to meet the learner and curriculum needs
* Provide pastoral support to learners, linking to their circle of support
* Support learner related risk assessment for SEND, Safeguarding and PREVENT
* For SEND learners work with Manager and Teacher to identify any reasonable adjustment or access arrangements required for assessment and examinations
* Work with employers and community projects as appropriate or when required to:
  + To develop understanding and knowledge of subject related industrial and professional activities.
  + To develop work experience, supported internships, traineeships, apprenticeships and progression opportunities
* Assist with preparation of reports for parents/carers and other stakeholders

### Personnel

* Take part in staff appraisal and supervision and maintain own continuing professional development
* Support delivery of staff training in support of CPD needs
* Establish effective working relationships, both internal and external, to work mutually in helping manage ETF to support colleagues with behaviour management and day-to-day administration
* Show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people’s differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age).

### Performance and development

* To continue personal development in the relevant areas including subject knowledge and teaching methods
* Share corporate responsibility for the implementation of ETF policies and practices
* Set a good example to learners and colleagues in presentation and personal conduct in line with ETF’s Staff Code of Conduct
* Evaluate own teaching critically and use this to improve effectiveness
* To demonstrate, and take, an active role in community projects and the wider life of ETF

### Quality

* Undertake assessment for your area of responsibility, and take part in:
  + Team and standardisation meetings
  + Self-assessment
* Assist with gaining and maintaining MATRIX and other standards within ETF
* Support with:
  + EV visits
  + compliance with audit and awarding body regulations and standards.

**Facilities**

* Ensure all work is undertaken in accordance with health and safety rules and policies.

### Administration

* Ensure your learner administration, online systems and documentation is accurately completed within the required timeframe
  + including staff calendar, registers, enrolment, pursuing learner absence, progression, achievement of goals and any other student related administration as deemed appropriate.
  + Specific SEND paperwork
  + Track progression and destination of learners during and after completion of ETF provision
* Provide live and timely information to management

### General

* Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding and the promotion of Equal Opportunities at all times
* Travel as required for business to support other ETF centres, community based delivery and to meet wider business needs.
* Maintain and promote your workplace as a clean and healthy environment
* Undertake any other duties required by senior management.

## Safeguarding

ETF is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.

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| Person Specification | Essential | Desirable |
| **Qualifications** | | |
| AET (or to be completed within first 12 months) |  | ü |
| Assessors Award or equivalent (or to be completed within first 12 months) |  | ü |
| Verifiers Award or equivalent |  | ü |
| Vocational Subject at a level 3 or above   * Animation * Illustration * Photography * Art * Games Design | ü |  |
| Literacy/Numeracy level 2 or equivalent | ü |  |
| First Aid at Work |  | ü |
| **Skills & Experience** | | |
| Experience in delivery of teaching and learning |  | ü |
| Experience of working with SEND learners |  | ü |
| Experience of supporting maths & English |  | ü |
| Experience of working to company policies | ü |  |
| Ability to maintain accurate records and administration | ü |  |
| Excellent presentation and communication skills | ü |  |
| Excellent time management | ü |  |
| Excellent ICT skills, particularly MS Office | ü |  |
| Ability to travel for work as required | ü |  |
| Ability to inspire and motivate people | ü |  |
| Ability to meet legal requirements of the role (H&S, Safeguarding, etc) | ü |  |
| **Personal & Work related attributes** | | |
| Creative/Imaginative thinker | ü |  |
| Demonstrate positive behaviours at all times | ü |  |
| Demonstrate flexibility and enthusiasm at all times | ü |  |
| Demonstrate a good level of spoken English | ü |  |
| Work calmly under pressure | ü |  |
| “Can-do” self motivated attitude | ü |  |
| Work under own initiative and able to take instruction | ü |  |
| Work flexibly to fulfil the role requirements | ü |  |
| Committed to equality of opportunity | ü |  |