

## Role Specification

**Position:** Post 16 Instructor (Mentee)  
**Teaching Subject:** English Skills  
**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, Term Time Only 37.5 hours p.w.

**Salary Band:** £20,000 - £22,500 *(Being the pro-rata amount for term time only)*

**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
<ul style="list-style-type: none"> <li>Engage and retain learners</li> </ul>	<i>Attendance data, retention data</i>
<ul style="list-style-type: none"> <li>Demonstrate high quality teaching and learning</li> </ul>	<i>Observation of teaching, learning and assessment</i>
<ul style="list-style-type: none"> <li>Build learner confidence and self esteem</li> </ul>	<i>RARPA, distance travelled</i>
<ul style="list-style-type: none"> <li>Develop opportunities for learners to gain experience</li> </ul>	<i>Work experience, trips, visits and community projects</i>
<ul style="list-style-type: none"> <li>Enable learners to achieve outcomes</li> </ul>	<i>Achievement, destination data</i>
<ul style="list-style-type: none"> <li>Demonstrate high quality work</li> </ul>	<i>Audit, Accuracy, timeliness, awarding organisations</i>
<ul style="list-style-type: none"> <li>Demonstrate positive interpersonal relationships</li> </ul>	<i>Behaviours, feedback</i>
<ul style="list-style-type: none"> <li>Ensure a safe and healthy environment</li> </ul>	<i>Risk assessment, Safeguarding/Prevent records</i>
<ul style="list-style-type: none"> <li>Achieve a positive fun and interesting learning environment</li> </ul>	<i>Learner voice, feedback</i>

### 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

## Role Specification

---

- 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.

Person Specification	Essential	Desirable
<b>Qualifications</b>		
AET (or to be completed within first 12 months)	✓	
Assessors Award or equivalent (or to be completed within first 12 months)	✓	
Verifiers Award or equivalent		✓
Vocational Subject at a level 3 or above <ul style="list-style-type: none"> <li>English Skills</li> </ul>	✓	
Literacy/Numeracy level 2 or equivalent	✓	
First Aid at Work		✓
<b>Skills &amp; Experience</b>		
Experience in delivery of teaching and learning		✓
Experience of working with SEND learners		✓
Experience of supporting maths & English		✓
Experience of working to company policies	✓	
Ability to maintain accurate records and administration	✓	
Excellent presentation and communication skills	✓	
Excellent time management	✓	
Excellent ICT skills, particularly MS Office	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate people	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
<b>Personal &amp; Work related attributes</b>		
Creative/Imaginative thinker	✓	
Demonstrate positive behaviours at all times	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate a good level of spoken English	✓	
Work calmly under pressure	✓	
"Can-do" self motivated attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	