

## Role Specification

**Position:** Post 16 Instructor (Mentee)  
**Teaching Subject:** Employability Skills (Supported Internships)  
**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:** Newton Abbot – may also be 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 be delivering a high-quality education and outcomes to learners, creating resources, plans, assessments and projects to inspire learners. A particular focus for this role is assisting learners with their supported internships, so you will be working closely with local employers.

As a professional role, you will manage your time and be accountable for learners' achievements and will liaise with each learner's 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> <li>Demonstrate high quality teaching and learning</li> </ul>	<i>Attendance data, retention data            Observation of teaching, learning and assessment</i>
<ul style="list-style-type: none"> <li>Build learner confidence and self esteem</li> <li>Develop opportunities for learners to gain experience</li> </ul>	<i>RARPA, distance travelled            Work experience, trips, visits and community projects</i>
<ul style="list-style-type: none"> <li>Enable learners to achieve outcomes</li> <li>Demonstrate high quality work</li> </ul>	<i>Achievement, destination data            Audit, Accuracy, timeliness, awarding organisations</i>
<ul style="list-style-type: none"> <li>Demonstrate positive interpersonal relationships</li> <li>Ensure a safe and healthy environment</li> </ul>	<i>Behaviours, feedback            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

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- 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.

<b>Person Specification</b>	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 that relates to: <ul style="list-style-type: none"> <li>• <i>Employability</i></li> <li>• <i>IAG</i></li> <li>• <i>English</i></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	✓	