

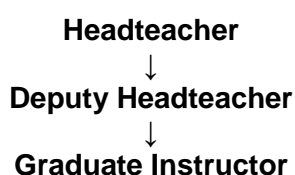
Easthampstead Park Community School

Job Description – Graduate Instructor



Location: Easthampstead Park Community School	Department: Raising Standards
Authority: Bracknell Forest Council	Job Title: Graduate Instructor - FIXED TERM to 19 July 2022
Pay Grade: BG-I 6 £10.54 per hour Hours: 8.45am – 3.15pm (flexibility to adjust hours is required i.e. 9.45am to 4.15pm), with 30 minutes unpaid break Monday to Friday, term time only	Accountable to: Deputy Headteacher

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.

Role Requirements

- Work with whole classes or small groups of students
- Plan lessons to deliver either individually or to small groups of students to help accelerate their learning.
- Deliver lesson plans provided by teachers to whole classes of students.
- Deliver lessons and small group activities 'the EP Way' (training will be provided)
- Hold high expectations and consistently follow the school's behaviour policy.
- Take registers, answering general questions and fostering positive relationships with students.
- Support teachers in the supervision of students on off-site visits.
- Invigilate examinations.
- Act as a professional role model.

Support for Students

- Lead learning activities with whole classes or small groups of students using materials designed to support them with making progress in their learning.
- Establish productive working relationships with students acting as a role model and setting high expectations of work and behaviour.
- Assist the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.
- Respond to students' general queries and keep students on task.

Support for teachers

- Provide objective and accurate feedback to the teacher on the progress students have made, keeping appropriate records as agreed with the teacher.
- Comply with instructions requested by the usual class teacher or Head of Department.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection and restraint policy, reporting all concerns to an appropriate person.
- Adhere to the 'Respect and Pride' policy.
- Participate in training and continuing professional development opportunities.
- Attend relevant school meetings as required.

Corporate and statutory initiatives – equalities/health and safety/e-government/sustainability

- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.

The key decision-making areas of the role

- A Graduate Instructor will deal with student behaviour and make judgments when to refer incidents to a middle leader/class teacher. Any referrals will be made promptly so they can be responded to and support given.
- A Graduate Instructor will work without the close presence of a teacher.
- A Graduate Instructor will be required to produce general feedback to the class teacher and keep records as appropriate – as such the postholder will decide on what feedback to give.

The main contacts – external/internal customer contacts and purpose

- Internal - students, other colleagues, teachers, headteacher, members of the governing body.
- External - (usually under the direction of the teacher) parents/carers.

Working conditions

- School and classroom-based learning environment (may include outside PE supervision can be discussed at interview).
- Responsible for maintaining a calm and purposeful environment.
- Must attend training sessions provided by the school in relation to child protection.
- Expected to maintain behaviour management standards of students following the school's Behaviour and Discipline Policy.
- Knowledge of behavioural procedure.
- Health and Safety responsibility for self, students and the environment.

Due to the nature of the role, the post holder will need to adapt to different classes, subjects, and year groups and will therefore need to demonstrate flexibility.

Easthampstead Park Community School

Person Specification – Graduate Instructor



Specification	Essential	Desirable
<p>Qualifications and Training</p>	<ul style="list-style-type: none"> ● Minimum of 5 A*-C grades at Level 2 (GCSE or equivalent) which includes Maths and English ● A-Levels or Level 3 equivalents ● Good ICT Skills 	<ul style="list-style-type: none"> ● An undergraduate degree or evidence of further study post 18.
<p>Competence Summary (Knowledge, Abilities, Skills, Experience)</p>	<ul style="list-style-type: none"> ● Interpersonal Skills ● Understanding of and commitment to the requirements of safeguarding children and young people. ● Have a good organisational ability ● Be able to work as part of a team or alone if necessary ● Have a flexible approach to work ● Ability to communicate with students and members of staff clearly and accurately 	<ul style="list-style-type: none"> ● Previously worked with children or have experience of own children ● Experience of working in a school environment ● Knowledge of students with learning and behavioural difficulties
<p>Work related Personal Requirements</p>	<ul style="list-style-type: none"> ● Good communication skills ● Ability to monitor records ● Good organisational skills ● A motivator ● Ability to write reports 	<ul style="list-style-type: none"> ● Approachable ● Particular interest in a specific curriculum/pastoral area
<p>Other Work Requirements</p>	<ul style="list-style-type: none"> ● Flexibility ● Self-Motivation ● Good sense of humour ● Liaison with staff ● To take part in the Performance Management process in school, taking responsibility for your own professional development and undertaking training as appropriate ● Professional standard of dress ● You will meet the requirements to achieve a satisfactory enhanced DBS disclosure, (to be applied for by the school if you are successful). 	