



<b>Job Title</b>	<i>Construction Instructor</i>
<b>Responsible to</b>	<i>Senior Leadership Team</i>
<b>Key Internal Contacts</b>	<i>Other staff within the education team</i> <i>Staff in other departments within the Centre</i> <i>Staff in other Centres in the Region</i> <i>Regional Office Staff</i>
<b>Key External Contacts</b>	<i>Student relatives, advocates and others</i> <i>Placing Authorities and Service Providers</i> <i>Registration, Regulatory and Inspection bodies</i> <i>Local Services – Statutory, Voluntary and Community Neighbours</i>

#### **JOB PURPOSE**

- This post involves working with small groups of pupils to get them accredited outcomes linked to the construction industry

#### **KEY TASK AREAS & RESPONSIBILITIES**

- To provide instruction for pupils in construction skills up to and including L2
- To engage pupils in an education programme according to individual assessments and needs
- Line manage a teaching assistant
- To ensure the Health and Safety of the workshop environment
- To encourage pupils in personal development, achievement and integration into the school
- To represent the school and work as part of a multi-agency team along with parents and carers
- To support pupils at college and other provisions
- To support out of classroom activities as part of a broad and varied curriculum
- To ensure Child Protection and Safeguarding is of paramount importance
- Follow procedures for accident, illness, absconding and absence for pupils and to adhere to all school policies
- Prepare, plan and deliver a curriculum suitable for the individual needs of pupils
- Update contact information, pen portraits, risk assessments and timetables for each pupil when required
- To report on pupils' progress when required
- Contribute to any meetings that are called for the education and welfare of pupils
- Attend department, behaviour whole school staff meetings

- To conduct any reasonable duties as directed by the Head Teacher or their representatives
- Use IT and computers in day to day work in order to facilitate more effective communication and presentation of information. This includes word processing, e-mail, electronic record keeping and information sharing, multi-media presentation and teaching, and specialist IT programmes

### **Teaching, Training and Supervision**

- Undertake regular line management
- Receive regular CPD
- Attend external CPD and qualification courses pertaining to the role

### **General**

- To effectively and consistently manage the behaviour of pupils in line with the policies and ethos of the school
- Undertake regular line management
- Receive regular CPD
- Attend external CPD and qualification courses pertaining to the role
- To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD, training and development programmes, in consultation with the middle and senior leaders.
- Maintain the highest standards of record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practices and School policies and procedures.
- Safeguarding is everybody's business. The welfare and safeguarding of children and young people should be of paramount consideration, whatever your role or level of responsibility is within the organisation. All employees, are required to ensure compliance with the company's guidance and policy on safeguarding and are required to attend safeguarding training appropriate to their level of responsibility.
- The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the school. All staff have a responsibility to access support services in times of need.
- You will be required to maintain confidentiality of information, access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

***This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.***



**One Family**  
Building Incredible  
Futures Together

## **Job Description** **Construction Instructor** **Children Education**

*This job description will be reviewed regularly in the list of changing service requirements and any such changes will be discussed with the post holder.*

*The post holder is expected to comply with all relevant school policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety, GDPR and Confidentiality of Information.*

**PERSON SPECIFICATION**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with young people	✓	
Experience of working with young people with challenging behaviour.		✓
Experience planning, implementing and evaluating practical construction courses		✓
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Ability to use basic IT packages such as word	✓	
Confidence in delivering vocational learning	✓	
Presentation skills		✓
<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
Level 3 qualification in a construction discipline (ie plumbing, carpentry etc)	✓	
Further qualifications such as BTEC City and Guilds, PGCE Degree		✓
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
An ability to interact effectively with challenging families	✓	
Ability to work independently, reliably and consistently with work agreed and managed at regular intervals.	✓	
Willingness to lone work with pupils, off site if necessary	✓	
Ability to accept and use supervision appropriately and effectively.	✓	
Ability to build relationships quickly with challenging or reluctant young people	✓	
Willingness to use physical intervention with pupils, once trained	✓	
Ability to instil learning resilience and confidence in pupils	✓	
Good personal organisational skills.	✓	
Experience of working within an education system.		✓