

Job Description for post of: Post 16 Trainer Assessor



Grade 6 (21 – 26)
£30,825 - £34,834 FTE (pay award pending)
33.5 hours, 38 weeks + 5 INSET days
Full-time permanent from September 2024

Main purpose of the job

Teach designated students and undertake associated pastoral duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies:

- Be responsible for the learning and wellbeing of all students in the class(es), ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing boundaries appropriate to a teacher's professional position
- Work pro-actively and effectively in collaboration and partnership with learners, parents and carers, governors, colleagues and other professionals in the best interests of students
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Key duties and responsibilities

Teaching

- Deliver the curriculum as relevant to the age and ability of the group(s) that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements
- Be accountable for the attainment, progress and outcomes of students' you teach
- Be aware of students' capabilities and plan teaching appropriately to build on this, demonstrating knowledge and understanding of how students learn
- Support the Lead Teacher Post 16 in the design, planning and delivery of agreed quality Learning Programme
- Support the Lead Teacher Post 16 in identifying appropriate learning opportunities outside the school and to facilitate student access to these
- Carry out all necessary administration of the programmes as required by the funding body, awarding body and Adult Learning Inspectorate, ensuring that all requirements are fully met.
- Conduct assessment and internal verification of learners as required by Awarding Bodies ensuring that all evidence is available for external moderation and meets external body requirements or in line with the demands of internally developed programmes of study
- Review progress and record with student's progress against learning objectives as required
- Work with the Lead Teacher Post 16 to maintain and develop teaching and learning resources for students

Behaviour and Safety

- Create a safe, purposeful and stimulating environment for students, using a positive behaviour support ethos
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, to the whole school community
- Have high expectations of behaviour, promoting self-control and independence of all learners

- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team Working and Collaboration

- Attend and contribute to Post 16 development and review meetings as required
- Undertake personal training and development as recommended in order to benefit the performance of the post holders, and to meet the needs of the service
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil

Fulfil Wider Professional Responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents and carers with regard to students' achievements and well-being using school systems/processes
- Communicate and co-operate with relevant external professionals and services
- Communicate accurate information about the work of Post 16 provision to a range of audiences including parents/carers potential students and other professionals
- Make a positive contribution to the wider life and ethos of the school
- Support the Lead Teacher Post 16 in relation to audits and inspection by internal and external bodies

Professional Development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed through the ECT Induction Programme
- To be pro-active in developing and fulfilling Performance Management targets as agreed through your appraisal

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Other such reasonable duties as determined and delegated by the Senior Leadership Team or Head Teacher consistent with the grade of the post and the experience of the Post holder

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

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

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete his form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Please ensure you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All part of the application form must be completed.

This job description may be reviewed at any time via consultation between the Governing Body and/or Senior Leadership Team Representatives and the postholder as may be necessary and appropriate to the needs of the school. Trade Union representation will be welcomed in any such consultations.