

PE Instructor Job Description

Pay Scale Points 11 - 23 (£21,748 - £27,741) plus SEN (£2,270)

Main Job purpose

To contribute to the achievement of outstanding teaching and learning outcomes, through the provision of pupils/students focused training, observation, assessment and verification of performance. To continually monitor and review learners' progress and monitor attendance, punctuality and progress across a range of provision providing appropriate and regular feedback to pupils/students to support improved levels of progress and achievement.

Key accountabilities

With the support of Heads of Department and Lead Practitioners:

- To plan, develop and deliver vocational training programmes and workshops.
- To interview and induct candidates, examining their portfolios of evidence.
- To observe, assess and verify pupils/students' performance (to include marking) at Calthorpe Academy and/or in their workplace
- To actively supervise of group learning and tutorial delivery
- To provide feedback and offer advice to pupils/students
- To keep accurate records; tracking and monitoring pupils/students' progress
- To sign off the appropriate award when all requirements are met
- To establish, build and grow effective relationships across the Academy; working closely with external agencies and parents.
- To conduct related Health and safety checks and risk assessments.
- To undertake checks around eligibility from a pupils/students and workplace perspective.
- To support the curriculum development process
- Undertake checks around eligibility from a pupils/students and workplace perspective.
- Commit to, promote and operate in accordance with Calthorpe Academy's values and goals including but not limited to: safeguarding; health and safety; equality, diversity and inclusion.
- Commit to and participate in activities as required including but not limited to: enrolment and open events; business planning; development.

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Person specification and experience

(Specification and experience may vary depending on subject thought or area of responsibility)

- Level 3 qualification equivalent or above in specialist subject area or closely related discipline.
- Appropriate assessing qualification (eg; Level 3 Award in Assessing Competence in the Work Environment; Award in Assessing Vocationally Related Achievement; Certificate in Assessing Vocational Achievement.)
- GCSE (or equivalent qualification) at grade C in both Maths and English
- Willingness to work towards a teaching qualification
- Occupational competence; Significant experience, knowledge and understanding of specialist subject area.
- A collaborative working style across areas of responsibility
- Good interpersonal skills with the ability to relate to a diverse range of people
- Ability to work independently, to plan and organise own workload effectively
- Organised, team player with the ability to work to deadlines
- IT literate with evidence of effective application.
- An ability to identify opportunities to improve the pupils/students experience;
- An understanding of Health and Safety legislation as it applies to the role
- An excellent understanding of Safeguarding legislation

Requirement

You will need to have an ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Signed Date