

JOB DESCRIPTION

Section:	Reports to: Head of Department
Job Title: Vocational Education Instructor – Horticulture	Grade/Salary Range: UQT 01-06 £19,363 - £29,924 QTS/QTLS - MPS
Working Pattern: TBC	Weeks per annum: 39

Key Purpose:

To teach on and contribute to the development and support for a range of programmes and curricula across KS3/4 and 5 and from entry level 1 to level 2. To work closely with other members of staff across the Academy.

Specific Duties

Specific responsibilities include but are not limited to:

1.1	To teach students across all key stages taking account of their special educational needs to deliver a differentiated curriculum
1.2	To assess, record and report on progress, attainment, development and attendance of students, keeping such records as are required
1.3	To ensure that literacy, numeracy, life skills and work skills are embedded within the taught curriculum
1.4	Provide ongoing assessment and feedback to students to support their progression
1.5	To be responsible for the management of your classroom and to provide a stimulating learning environment
1.6	To manage behaviour in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study
1.7	To communicate effectively with the parents of students as appropriate
1.8	To contribute to the development of effective subject links with external agencies
1.9	To take part in marketing and liaison activities such as open evenings, parents evenings and liaison events with partner schools
1.10	To be the course leader for agreed areas
1.11	To contribute to curriculum development
1.12	To actively support students with specific educational needs and attend EHCP reviews as required
1.13	To play an active part in the development of an engaging curriculum and the learning materials that support the students to progress through it
1.14	To demonstrate commitment to their professional development
1.15	To be proactive in maintaining and developing quality standards on all qualifications and demonstrate commitment to quality improvement
1.16	To adhere to all policies, procedures and values of CWA
1.17	To undertake Health and Safety and safeguarding training as required
1.18	To undertake Health and Safety responsibilities and duties as required by this post

1.19	Such other duties as required which are broadly consistent with the general functions of this position
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Operational	
2.1	To identify additional physical resource needs and to contribute to their efficient/effective use
2.2	To ensure the process of ordering and allocating equipment and materials fits with the needs of the curriculum
2.3	To co-operate with other staff to ensure a sharing and effective usage of resources for the benefit of the Academy, department and the students
2.4	To contribute to educational enhancement activities
2.5	To contribute to the whole Academy's planning activities

Safeguarding children and vulnerable adults	
3.1	To ensure that you read and understand Academy's regulations and policies
3.2	To promote the safeguarding and welfare of children and young people
3.3	To read and follow the academy Child Protection policy
3.4	To apply agreed Behaviour Management Strategies so that effective learning can take place

Other	
4.1	To contribute to whole school events as and when required
4.2	To be aware of and comply with the Academy's Code of conduct and other policies
4.3	To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
4.4	Attend INSET, appropriate training and relevant meetings as required and participate in the Academy's performance management procedures.
4.5	Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Academy in health and safety matters.
4.6	Contribute to the overall aims and targets of the Academy, appreciate and support the roles of other members of the staff team.
4.7	To carry out duties in accordance with the Academy's values, mission and vision.

Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head of Campus, without changing their general character or the level of responsibility entailed.

Signature Line Manager:

Date:.....

Signature Job Holder:.....

Date:.....