

**JOB DESCRIPTION**

<b>Post:</b>	<b>Instructor - English</b>
<b>Responsible to:</b>	<b>Head of Faculty</b>
<b>Pay Band:</b>	<b>4</b>

**Job Purpose**

To support students and lecturers within GCSE English and Maths classes.

**Main Duties**

- To support student(s) in their learning as directed by the teaching staff;
- To support student(s) on practical work as directed by the teaching staff;
- To support student(s) on a one to one basis as directed by the teaching staff;
- To keep appropriate records;
- To prepare for practical sessions and maintain equipment, tidy the classroom and return any equipment;
- Assist in administrative tasks for students as required;
- To liaise with tutors over any issues regarding or raised by the student;
- To run workshops and ensure that students who are required to attend do so
- To monitor and support students with access arrangements and EHCPs, ensuring that teaching staff are aware of any special needs
- To attend staff and review meetings as required.
- To support, contribute to and take a personal responsibility for implementing the College's commitment to Equality and Diversity.

**Other duties applicable to all staff working at Abingdon and Witney College**

The post holder will be required to:

- participate in a programme of personal development;
- keep abreast of developments in your area;
- adhere to the health and safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College;
- adopt high standards of customer service;
- abide by any College policies in relation to staff, students, e.g. communications, equal opportunities and employment policy;
- as a term of your employment, you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

## PERSON SPECIFICATION

The successful candidate should match the following **essential** criteria:

	<b>CRITERIA</b>	<b>HOW ASSESSED</b>
1.	Commitment to enabling others to learn and develop	Application form, Interview questions
2.	Ability to work as a member of a team and to work independently when required	Application form, Interview questions
3.	Literacy and numeracy skills at least at level 2	Application form Tests at Interview
4.	Demonstrate a knowledge and understanding of Safeguarding/Child Protection issues relevant to the post	Application form, Interview questions
5.	IT skills at level 2, or willingness to learn	Application form, Certificates
6.	Attentive to the needs of others	Application form, Interview questions
7.	Willingness to train as appropriate	Application form, Interview questions
8.	Ability to work with students with complex behavioural needs	Application form, Interview questions

The successful candidate may match the following **desirable** criteria:

	<b>DESIRABLE</b>	<b>HOW ASSESSED</b>
1.	Experience of supporting people with difficulties and disabilities	Application form, Interview questions
2.	A first aid qualification (although training can be provided)	Application form, Certificates

## CONDITIONS OF SERVICE

<b>Payment:</b>	Monthly in arrears direct to bank via the Bank Automated Clearing System [BACS]
<b>Hours:</b>	25 hours per week
<b>Holidays:</b>	Term Time Only
<b>DBS:</b>	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request
<b>Pension</b>	Employees are automatically invited to join the Local Government Pension Scheme (LGPS) however, they may opt out if they wish
<b>Job duties:</b>	The precise duties of the post will be agreed after discussion between the Line Manager and the successful candidate.

The details shown under this section are for broad information only and must not be taken as a full contract of employment.

**SAFEGUARDING AND PREVENT - Abingdon & Witney College** is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

**EQUAL OPPORTUNITIES** – Abingdon and Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.

✓✓ **Abingdon & Witney College is committed to good practice in employing disabled people. To this end the College will:**

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.