



## JOB PROFILE

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<b>Post Title</b>	Vocational Instructor
<b>Directorate</b>	Education and Employment
<b>Responsible to</b>	Subject Leader
<b>Responsible for</b>	None
<b>Grade</b>	B

### Job Purpose

Responsible to the relevant line manager for the effective teaching of vocational training within the vocational programme.

### Key Tasks

1. Contribute to the development of appropriate syllabi, schemes of work and high quality resources for use with students.
2. Ensure that health and safety regulations are maintained within the work place.
3. Responsible for promoting the discipline and welfare of all students.
4. Responsible for the behaviour of students in accordance with the school's Whole School Behaviour Policy.
5. Carry out a share of supervisory duties (supervision of students) in accordance with published rosters.
6. Maintain a professional manner both within the school and the wider community.
7. Be committed to CPD through in-service training and attending Staff Development Days.
8. Participate in appropriate meetings with colleagues and parents, in relation to the above duties.
9. Carry out any other relevant and reasonable tasks/duties as required by the Head Teacher, such as the supervision/teaching of students for teachers who are not at work.
10. Comply with teaching standards, Directorate and school policies.
11. Be an active participant in school-based associations and other inter-agency groups, which exist to promote the welfare of all school students.

### Key Responsibilities

1. Effectively implement school policies, practices and procedures.



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2. Responsible for planning, preparing and delivering specialist vocational programmes (including internationally recognised qualifications) to the designated classes. This includes liaising with staff and work placement providers on all matters relating to the vocational curriculum.
3. Responsible for monitoring and evaluating students' progress including assessment of students' work, record keeping and production of written reports.
4. Responsible for the safekeeping and use of relevant curriculum resources.

**Core Competencies** *(This should define in one or two sentences the required competency level for the job role)*

- Professional Development

*Required Professional Competency standards met*

- Planning & Delivery of Work

*Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.*

- Analysis and use of Information

*Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.*

- Decision Making

*Ability to act on own initiative and confident in making decisions within policy guidelines.*

- Working with Others

*Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.*

- Communication

*Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs*

- Influencing and Persuading

*Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.*

- Dealing with Change

*Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.*

- Continuous Improvement

*Willing to learn and develop self and team in job role to work efficiently.*



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- Managing Resources

*Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.*

### **Special Conditions**

- The nature of the job demands that certain out of hours work is required
- Dealing with students with challenging behaviour

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



# PERSON SPECIFICATION

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## Qualifications, skills, abilities, experience and competencies required for the role

	Essential/ Desirable	Application	Interview	Assessed
<b>Qualifications</b>				
Have the relevant NVQ at Level 2 (or equivalent)	E			
A1 Assessor or willing to work toward obtaining the qualification	E			
Health & Safety – basic health and safety at work (training will be provided through AVES)	E			
First Aid or Emergency First Response	D			
Locally Trained Teacher	D			
<b>Skills &amp; Abilities</b>				
Basic statistical analysis	E			
Intermediate analysis of information	E			
Good IT skills	E			
Effective oral and written communication skills with an excellent command of the English Language. The ability to relate effectively with a wide range of students.	E			
Good interviewing and negotiating skills	E			
Ability to design and deliver presentations	E			
Ability to plan and manage projects	E			
<b>Experience</b>				
At least 2 years' experience working in the relevant profession	E			
Experience in working with and supervising young people	E			



## PERSON SPECIFICATION

<b>Core Competencies</b>				
Professional development	E			
Planning and delivery of work(ii)	E			
Analysis and use of information (ii)	E			
Decision making (ii)	E			
Working with others (ii)	E			
Communication (iii)	E			
Influencing and persuading (ii)	E			
Dealing with change (ii)	E			
Continuous improvement (ii)	E			
Managing resources (ii)	E			
<b>(As per job profile)</b>				
<b>Job Competencies</b>				
Must adhere to the dress code and all other SHG and Education Directorate's policies and procedures	E			
Must have a clean vetting certificate	E			
<b>Personal attributes</b>				
Self-motivated	E			
Effective team player	E			
Ability to apply objective judgement and use initiative	E			
Responsive to change	E			
Innovative and creative	E			
Patient and tolerant	E			