

JOB DESCRIPTION

Job title:	Engineering & Construction Vocational Teacher
Grade:	UQT/MPS
Location:	Danley Road Sheerness Me12 3ap
Contract:	Term Time + Inset Days
Hours:	36 hours
Responsible to:	Vocational Lead
Responsible for:	Vocational Teaching Assistants.
Job purpose:	To deliver high-quality vocational courses, with a focus on Pearson's engineering units and carpentry related disciplines from City & Guilds/Ascentis, that equips students with practical skills for employment or further education while fostering personal development and resilience.
Key internal contacts:	Headteacher Deputy Headteachers Assistant Headteacher Vocational Lead Support Staff Students Business Manager
Key external contacts:	Parents Industry Leaders
Special consideration:	Hold a clear Enhanced DBS check Hold a current driving licence with own transport

Specific duties

1. Curriculum Development:

- Plan and deliver engaging and comprehensive vocational courses, particularly in Carpentry and Engineering related subjects, ensuring alignment with City & Guilds/Ascentis standards.
- Develop and implement lesson plans that cater to a variety of learning styles and abilities.
- Collaborate with colleagues to enhance the curriculum and share best practices.

2. Student Support & Assessment:

- Assess students' progress through practical tasks and written assignments.
- Provide personalised feedback and support to help students achieve their goals.

3. Stakeholder Engagement:

- Collaborate with local businesses and stakeholders to create meaningful work experience opportunities.
- Maintain regular communication with parents/carers regarding student progress.

4. Administrative Responsibilities:

- Record attendance, maintain accurate student records, and track outcomes.

5. Promoting Positive Learning Environments:

- Foster an inclusive atmosphere that encourages respect, responsibility, and resilience among students.

6. Health and Safety Compliance:

- Ensure that all operations comply with health and safety regulations and best practices.
- Implement and monitor risk assessments and safety protocols for both staff and students within the facility.

7. Reporting and Administration:

- Prepare and submit regular operational reports to senior management, providing updates on programme performance, challenges, and opportunities.
- Ensure proper documentation and record-keeping for all student assessments, coursework, and evaluations.

8. Pastoral

- To promote and set high expectations for attendance and behaviour.

9. Event Coordination:

- Organise promotional events, open days, and workshops to attract prospective students and showcase the centre's offerings.

10. Communication

- To meet regularly with your line manager and department.
- To attend and contribute to relevant Academy meetings and training sessions.
- To be responsible for communicating with parents, according to current policy, the progress made by the students in their care.
- Contribute to INSET days and training sessions and deliver training to colleagues.

- Liaise with the Examinations Officer to ensure entries are submitted on time.
- To liaise and network with other professionals, parents and carers both informally and formally.

11. Other

- To carry-out other related duties as may be identified by the Headteacher, which are commensurate with the post.

Review

This job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of the Academy in relation to the post-holder's professional responsibilities and duties.

I confirm that I understand and agree the duties of this job description.

Signature:

Print name:

Date:

Manager's signature:

Print name:

Date:

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.**

	Essential	Desirable	MOA
Qualifications			
Relevant qualifications in vocational education.	✓		C
Abilities, Experience and Knowledge			
Proven experience preferably within an educational or vocational training setting.		✓	A, I, R
Strong understanding of Pearson's engineering units and carpentry related disciplines from City & Guilds/Ascentis,		✓	A, I
Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.		✓	A, I
Knowledge of assessment techniques, curricular assessment, and feedback mechanisms that enhance learning outcomes.		✓	A, I
Have sound knowledge of health and safety regulations in vocational training environments.	✓		A, I
Strong ability to plan courses, manage schedules, and maintain records efficiently.		✓	A, I
Personal Qualities			
Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstances/situations.	✓		A, I, R
Have a creative approach to problem solving and use this to inspire and motivate staff and students.	✓		A, I
Have excellent communication skills in order to build rapport with children, colleagues, parents and outside agencies both verbally and in writing.	✓		A, I, R
Special conditions			
Willing to undertake an Enhanced DBS check.	✓		A, I
Willing to work beyond conventional hours.	✓		A
Hold a current driving licence with own transport.		✓	A, I