

# Recruitment Pack

UNQUALIFIED TEACHER  
PE/VOCAATIONAL INSTRUCTOR

UT PAY SCALE REF POINT 1 – 6  
(£18,169 - £28,735)

## WELCOME TO PARALLEL LEARNING TRUST

A Special and Alternative Provision Multi-Academy Trust.

The Trust is committed to transforming lives for all pupils. Currently we have seven academies that offer alternative or special provision for those children with social, emotional or mental health needs.

 Park Campus  
Academy

 Ramsden Hall  
Academy

 Victory Park  
Academy

 Inspire  
Academy

 Sutton House  
Academy

 Kennington  
Park Academy

 Wandle Valley  
Academy

**Application Deadline:** 19<sup>th</sup> May 2021 at 23:59

All applications must be sent electronically to [bdurling@inspireacademy.org.uk](mailto:bdurling@inspireacademy.org.uk) before the deadline. Any applications received after this time will not be considered.

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The Parallel Learning Trust was born from a philosophy that all children respond to high quality teaching and learning environments, whether they be mainstream, alternative or special settings.

**Dear Candidate,**

We are looking for a committed and consistent Unqualified Teacher with a specialism in Physical Education, who is passionate about improving the life chances of our young people. We are a specialist provision for 52 pupils aged 11-16 with Social, Emotional and Mental Health Needs, each with an Education, Health and Care Plan. Your main duties will be to secure high quality teaching, effective use of resources and ensure improved standards of learning and achievement for all students. You will ensure a cohesive and personalised programme of learning in both physical education and food technology for Inspire Academy learners, in line with the national curriculum. The post includes responsibility for creating opportunities and outings externally and building partnerships with other schools. The post holder will also have some pastoral responsibility and strive to ensure strong parent / carer relationships and have strong communication skills. You will need to have had experience working with children with challenging behaviours and know how to engage them with their learning so that they are enthusiastic and give their best.

This post is a term-time position of 37 working hours per week.

In return, we will offer you a great team to work with, CPD opportunities and the chance to make a difference to the lives of our young people.

Please complete the online application form. In addition, we ask that you provide a written statement of no more than two sides of A4 (in times roman, font size 11) detailing:

- how you feel your experience and qualities meet the person specification
- two examples of experience that demonstrate positive impact in your current or previous role(s)
- why you want to work specifically in our Trust, and the challenges and opportunities we face

If you would like further information or would like to have an informal conversation about the role with the Headteacher please contact Brittany Durling by telephone 01634 827372 or email [bdurling@inspireacademy.org.uk](mailto:bdurling@inspireacademy.org.uk).

I look forward to receiving your application.

Mark Burgiss  
**Head of Academy**

# ETHOS AND VALUES

We set high standards at Inspire Academy but we treat our students as individuals and do what is best for each and every one of them.

Often our young people are hostile and volatile young people; often they have been let down or 'sidestepped' by the education, health and social care system. Our students are unique and exceptional young people who can be fragile and need constant and consistent support.

The school aims to support not just academic but social, emotional and life skills helping them to plan for and work towards a future that includes a plan for continual learning and development. Our curriculum and enrichment supports these aims and equips our young people to communicate with respect and skill. We expect the young people, the parents and carers and all other professionals to work together to help the young person to achieve and develop their interests and to build confidence and expectation of themselves and of their peers.

The staff model and demonstrate acceptance and celebrate difference and achievement. By absorbing the good practice around them, our students develop the academic and personal skills, and confidence, that will enable them to become responsible adults who have jobs and fulfilling relationships. This may happen quickly or, for some, over a longer period of time, but all of our young people will receive support and advice to build the resilience and strategies required to succeed.

Educationalists call this school a challenging environment – it is. We challenge students, Parents and Carers to support their young persons' growth; we challenge local authority to see beyond the initial chaos and smoke screen created by the young people in their attempt to prove that yet another school will "not keep them" and support us to break the cycle. We are confident that by the time our students reach their final year with us, they will have a growing confidence. We are confident that our young people will achieve the academic and social skills that in turn will support choice and opportunity for these remarkable young people. We aim to support the young people to choose a positive future. In their journey through the school, they will demonstrate growing confidence and will be able to look you in the eye and talk to you. The young person will not be offending and they will be attending sixth form, college or accessing an apprenticeship.

# JOB DESCRIPTION

**JOB TITLE:** Physical Education / Vocational Instructor for KS3 & KS4

**RESPONSIBLE TO:** Headteacher

**GRADE:** Unqualified Teachers Pay Range 1 – 6 (£18,169 – £28,735)

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## PURPOSE OF THE POST

Responsible to the Headteacher at Inspire Academy for delivering the Physical Education and Vocational curriculum, and associated qualifications to secondary learners at KS3 and KS4 and ensuring the best possible outcomes for our learners, who all have an Education Health Care Plan (EHCP) and have social, emotional and mental health needs (SEMH).

The purpose of the post is to secure high quality teaching, effective use of resources and ensure improved standards of learning and achievement for all students. The post holder will ensure a cohesive and personalised programme of learning activities for Inspire Academy learners, in line with the national curriculum. The post includes responsibility for Physical Education/Vocational opportunities and outings externally and partnerships with other schools. The post holder will also have some pastoral responsibility and strive to ensure strong parent / carer relationships and have strong communication skills.

The post holder will support the senior leadership team (SLT) in raising standards and improving outcomes for learners, through the provision of high quality professional services across the school.

## REQUIREMENTS OF THE POST

The post holder is required to carry out the duties of a teacher as set out in the Schoolteacher's Pay and Conditions and such specific duties that form part of this job description.

Teachers are responsible to the designated member of SLT for supporting the general good order and discipline of Inspire Academy. All staff are expected to have a clear understanding of the aims, objectives and ethos of Inspire Academy and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of Inspire Academy be seen as inter-related.

## **MAJOR RESPONSIBILITIES**

- To undertake the duties of a teacher as indicated in the Teachers Pay and Conditions document.
- To teach and co-ordinate a broad and balanced Food technology and Physical Education curriculum in line with the National Curriculum to secondary learners, some of which have a wide range of special educational needs, especially social, emotional and mental health issues.
- Plan and co-ordinate a wide range of Food technology and physical education opportunities externally and develop relationships with other organisations, in both fields.
- Develop partnerships with other local schools for opportunities to share facilities and enter into competitive sport.
- To work co-operatively with other staff in the general running of Inspire Academy to liaise with parents and a wide multi-disciplinary group regarding learners on roll, attending meetings as appropriate.
- To contribute to systematic on-going records of learners' progress to the agreed format within the service ensuring curriculum delivery relevant to the needs of learners.
- To write accurate reports on learners' progress.
- To attend reviews and case conferences as appropriate.
- To attend INSET, training sessions and staff meetings as required.
- To make full and appropriate use of information technology with training as required.
- To implement PLT's equal opportunities policy fully, working actively to overcome and prevent discrimination on the grounds of race, gender, disability, status and sexual orientation.
- To carry out such other duties as may be required from time to time to meet the needs of the service.

## **PERSONAL RESPONSIBILITIES**

- To carry out the duties and responsibilities of the post, in accordance with PLTs Health and Safety Policy and relevant Health and Safety guidance and legislation
- To promote the safeguarding of children
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To participate in performance management, and undertake training and professional development as appropriate
- To undertake other duties appropriate to the post that may reasonably be required by the senior management team on any of the Trust sites.

## **PERFORMANCE MANAGEMENT**

- Working within the new framework and procedures to take part in Performance Management procedures

## **PASTORAL SUPPORT**

- Ensuring the maintenance of good behaviour in line with school procedures and policy at all times during the school day
- Promoting the ethos of the school ensuring that all are treated with justice, equality and respect

## **TEACHING RESPONSABILITIES**

- Carrying out duties in line with the latest school teacher terms and conditions of service
- Demonstrating consistent excellent practice
- Having high expectations in terms of achievement and behavior
- Effectively using opportunities for continuing professional development
- Ensuring that policies and procedures are adhered to including policy and practice concerning safeguarding children

## **DATA PROTECTION**

- To be aware of the PLT's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this
- To maintain client records and archive systems, in accordance with the schools' procedures, policy and statutory requirements.

## **CONFIDENTIALITY**

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the schools' databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## **EQUALITIES**

- The school has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, undertake appropriate training and challenge racism and discrimination.

## **HEALTH AND SAFETY**

- Every employee is responsible for their own Health & Safety, as well as that of

- colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

### **SAFEGUARDING**

- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Further information about the disclosure can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

# PERSON SPECIFICATION

**POSITION:** Physical Education / Vocational Instructor

**GRADE:** Unqualified Teacher 1 – 6

## A. EXPERIENCE

### Essential

- Proven experience of working with/caring for children and young people with SEMH in an Academy and residential establishment.
- Proven experience of delivering the Food Technology and/or PE curriculum to children and/young people.
- The ability to work as part of a highly effective team.
- Enthusiastic, reliable and committed. Possess energy, vigour and perseverance and empathy.
- Adaptable and flexible to changing circumstances.
- Knowledge of Academy policies and procedures.
- Understand and implement the Academy's behaviour management policy.
- Understand the importance of physical and emotional wellbeing.
- Demonstrate a clear commitment to develop and learn in the role

## B. SKILLS, KNOWLEDGE, ABILITIES & APTITUDES

- Ability to work on own initiative
- Ability to prioritise own work effectively and adapt to meet different demands
- Work to tight deadlines
- Attention to detail and able to identify inaccuracies effectively
- Ability to manage confidential data in a professional and sensitive way with a understanding of the Data Protection Act and GDPR
- Good interpersonal skills, and able to communicate to staff and clients on all levels
- Ability to recognise areas for continuous improvement, make recommendations and implement
- Proactive approach with a 'can-do' attitude
- Excellent written and verbal communication and client service skills
- Flexible in approach with the ability to change or changing deadlines
- Experience working within a fast paced environment



- Ability to establish positive working relationships and rapport with those working in and with the Academy.
- Ability to contribute to the work of a team.
- Excellent organisation skills and ability to remain calm under pressure.
- Can demonstrate a creative approach to work with the ability to resolve problems.
- Demonstrates a clear commitment to develop and learn in the role, has ability to effectively evaluate own performance and share knowledge with others.
- Understand and implement child protection procedures.

## **QUALIFICATIONS**

### **Essential**

- Educated to NVQ Level 3 in English and Maths or equivalent level or willingness to undertake and successfully pass qualifications.
- Desire to complete further food technology and supporting teaching and learning qualifications