

Motor Mechanics Special School Instructor

Role Profile

Beckmead College



September 2024

Role Profile

Job Title: Motor Mechanics Instructor (Special School)

Grade Range: Teachers pay scales

Hours: Teachers' pay and conditions

Location: Beckmead College SE25 5RR

Reports to: Vocational Manager

Responsible for: Motor Mechanics KS 4 and 5

Role Purpose and Role Dimensions:

This includes;

- acting as the lead professional in this area, maintaining professional knowledge and understanding of current initiatives
- regularly attending training locally and nationally as appropriate
- demonstrating excellent workshop practice which acts as an exemplar for others
- leading the development of Motor Mechanics across the College
- acting as budget-holder for Motor Mechanics
- co-ordinating resources for this subject across the College
- ensuring that all pupils are adequately prepared for external assessments and examinations
- reporting annually to Governors on standards of attainment and results
- Health and safety of the Motor Mechanics

workshop Duties and responsibilities of the post may change over time as

requirements and circumstances change. The person in the post may also be required to carry out such other duties as may be necessary from time to time.

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document as relevant to the post holder's title and salary point. The post is otherwise subject to the conditions of service for school teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment, copies of which are available on request.

Commitment to Diversity:

As a member of the Beckmead College Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Other considerations:

Whilst there are some pupils with EHCP's in main stream schools, the environment in a special school is far more intense and continuously presents a variety of both mentally and physically challenging situations for staff at all levels.

Staff may be supported to achieve QTLS or QTS status

Key External Contacts:

- Parents/carers
- Medical, therapy and other multi-agency services
- Educational advisers / consultants within Croydon and other boroughs
- Other schools and education providers seeking to place children on Motor Mechanics courses as alternative placements.

Key Internal Contacts:

- Executive Head Teacher
- Deputy Executive Head Teacher
- Heads of School
- Vocational Manager
- Class teachers
- Teaching assistants
- School Governors

Financial Dimensions:

The post holder will be responsible for maintaining the budget for the allocated curriculum area.

Key Areas for Decision Making:

- When to share / report concerns regarding pupil's safeguarding, physical or emotional needs
- Monitoring pupil progress and raising concerns regarding achievement
- Management of support staff
- Problem-solving for individual pupils
- Effective support strategies for pupils and /or staff
- Analysing and summarising significant information to communicate to others

Other Considerations:

Whilst there are some Statemented pupils in mainstream schools, the environment in a special school is far more intense and continuously presents a variety of challenging situations for staff at all levels. The post holder will be trained in de-escalation techniques and physical intervention skills and will be expected to apply these skills in a relevant context. The post holder will also be expected to undertake training and study in the concept of 'Social Pedagogy'.

Key Accountabilities and Result Areas:

Support for Pupils

Key Elements:

This will involve:

Core Duties

- Carry out the core duties of an Instructor at Beckmead College, including the co-ordination of the subject area.

Additional Duties

- Contributing to each pupil's Individual Education Plan and Behaviour Support Plan.
- Pastoral Support to pupils in the subject groups
- Use pupil data to co-ordinate strategies to improve attainment for individuals and year groups.
- Use evaluation of curriculum developments to ensure all pupils are accessing relevant and engaging learning opportunities

Management of other staff

This will involve:

Core Duties

Carry out the core duties of an Instructor at Beckmead College, including the co-ordination of the subject area and the management of Teaching Assistants.

Key Accountabilities and Result Areas:

Support for the Curriculum

Key Elements:

This will involve:

Core Duties

- Carry out the core duties of an Instructor at Beckmead College.

Additional Duties

- Co-ordinate, review and develop the curriculum plans for Motor Mechanics across the College.
- Use data about pupil attainment across the curriculum to inform decisions about intervention programmes for individual pupils.
- Co-ordinate the moderation of Motor Mechanics assessments across the school in consultation with the vocational manager.
- Prepare and monitor a 3 year development plan for Motor Mechanics across the college.

Key Accountabilities and Result Areas:

Confidentiality

Key Elements:

This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.
- There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be 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 Trust 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, to undertake any appropriate training and to challenge racism, prejudice and discrimination.
- As a member of the Beckmead College Team to take individual and collective professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. To commit to continually developing personal understanding of diversity.

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.

To contribute as an effective and collaborative member of the School Team

This will involve:

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service
- Supporting Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

Data Protection

This will involve:

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.

Person Specification

Job Title:

Motor Mechanics Instructor

Essential knowledge:

- Knowledge of current educational developments and legislation, particularly in relation to pupils with special educational needs
- Knowledge and understanding of the principles of assessment and effective record-keeping and their use to promote the educational and personal development of the pupil
- Knowledge and understanding of the effective use of ICT in the organisation and management of their role
- Understanding of the use of data to inform planning and decision-making.
- Awareness of Child Protection procedures, Health & Safety regulations and other relevant policies.

Essential skills and abilities:

- Qualified Teacher Status (QTS) and / or professional qualifications in Motor Mechanics
- Recognise importance on on-going professional development as shown by undertaking recent / relevant training
- Ability to communicate effectively both orally and in writing
- Be an exemplar of excellent workshop practice
- Ability to respond flexibly to changing circumstances
- Ability to work to set targets as part of the school / College development plan
- Demonstrate personal and professional self-reflection
- Committed to inclusive education
- Ability to lead developments / changes across a whole department.

Essential experience:

- Experience of working in a range of educational settings
- Experience of teaching at Key Stage 4 and 5 and ability to teach up to Level 3 qualifications
- Experience of delivering a differentiated curriculum to pupils with a wide range of needs
- Experience of working with pupils with social, emotional and behavioural difficulties in mainstream or specialist settings
- Experience of managing a budget

Desirable experience / skills

- First aid training/training as appropriate.

Special conditions:

- Enhanced DBS check.
- Prepared to present a smart and professional appearance;
- Be articulate, able to communicate effectively and accurately in oral and written form;
- Above average exposure to pupils who are traumatised and disadvantaged which result in them displaying difficult and demanding behavioural problems, will require the post holder to cope with above average levels of emotional stress.
- Close contact with pupils will result in some exposure to bodily fluids.
- May require Hepatitis B vaccination.
- Schools and Colleges that have pupils with behavioural difficulties mean that the post holder can be at risk of physical injury and needs to remain vigilant and observe risk assessment protocols.