

**Job Title:** Instructor / Teacher for Motor Vehicle/Engineering  
**Responsible to:** CEO  
**Reports to:** Managing Director / Educational Lead  
**Hours:** 36.5 hours - Term time only  
**Salary:** £21,322 to £33,265 Instructor scale / £30,870 to £42,789 QTS scale  
dependent on experience and qualifications pro-rata  
**Annual Leave:** 25 days + bank holidays

### **ACE's vision, aims and ethos**

#### **OUR VISION**

To do the very best we can for each and every one of our students so that individually we make a difference, but collectively we change society for the better

#### **OUR AIM**

To provide opportunities for learning; supporting people to gain skills, qualifications and develop confidence to enable them to take up their place in society

#### **ETHOS**

To provide an individualised approach to understand and meet the needs of each student; working in partnership with the student, their families and carers, their school and other relevant agencies to provide the best possible help and support to re-engage people who are in danger of being marginalised in society

#### **Key Purpose:**

- To ensure the health, safety, safeguarding and well-being of learners, staff and visitors to the centre in accordance with ACE's operating policies.
- To deliver high quality teaching and learning over a range of courses and levels.
- To support all learners in achieving their potential by taking a pro-active, enthusiastic and flexible approach in accordance with ACE's ethos and operating procedures, policies and corporate strategy.
- To actively participate and contribute within the ACE staff team to ensure our vision, aims and ethos can be achieved each and every day

### **Action Community Enterprises CIC**

Viking House, Dewing Road, Rackheath Industrial Estate, Norwich, NR13 6PS. Company No. 7663378  
Tel: 01603 720308, Email: [info@ace-project.org.uk](mailto:info@ace-project.org.uk)



## **Core Responsibilities:**

- To develop resources, teaching materials, schemes of work and lesson plans for all lessons as per your timetable.
- To plan for new courses and activities within the centre.
- The planning and preparing of all learning activities.
- The delivery of teaching and learning.
- To support the learners to find creative ways to achieve learning across the levels for individuals (Especially those with additional needs)
- Produce individual learning plans (ILP) which will support any behaviour plans.
- The evaluation of teaching and learning and assessment of learners.
- Maintaining group registers, tracking progress, and providing feedback to both learners, centre staff and learners schools
- To positively engage with all learners including those who display challenging behaviours, enabling learners to be treated as individuals in a person-centred manner.
- Deal with any learner conflict and or incidents in line with both the individual's plans and ACE's policies, ensuring that all incidents are recorded properly.
- To work as part of ACE's team to manage learner's behaviour on site, in accordance with ACE's ethos, code of conduct, behaviours and rewards policy and the overriding corporate strategy.
- Maintaining, equipment, and resources for the purposes of teaching and learning
- Maintain standards required under the Health & Safety at Work Act and other relevant health and safety regulations.
- To support other staff where needed across ACE's core activities.
- Contribute with the development of the vocational curriculum, and subsequent design of delivery areas and methods.
- Contribute to and participate in the whole organisations (ACE's) performance, leading by example and working as part of a team.
- To support the management with the registration and management of vocational qualifications.



## Other Responsibilities

- To ensure the health, safety and well-being of learners, staff, and visitors to the centre in accordance with ACE's operating policies
- To ensure that all staff and learners are aware of and comply with ACE's safeguarding requirements and comply with ACE's safeguarding policies and practices.
- To contribute to and undertake risk assessments of both activities and people (Students, staff, and visitors)
- To provide general advice and guidance, attend multi agencies meetings, providing feedback when needed.
- To liaise and support ACE with community and employer engagement projects
- To undertake Continual Professional Development (CPD) some of which you may be required to undertake in your own time, ensuring that all vocational and teaching and learning knowledge is current and up to date.
- Ensure that professional memberships are current and vocational specialist professional body memberships are maintained.

## Other Duties

The post holder may be required to perform duties other than those outlined in the job description. The duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or level of responsibility entailed. The post holder may, at times, be required to work outside of normal office hours or at weekends. Such variations would not in themselves justify the re-evaluation of the post.

## Job Specification / Qualifications

Essential	Desirable
Vocational sector specific Qualification – Level 3 and above or proven industry specific experience.	A relevant degree.
Instructing / Coaching Qualification Working towards a Teaching Qualification	Teaching qualification – PGCE, DTLLS, Cert Ed, PTLLS QTLS
GCSE English and Maths (grade A -C) Or Functional Skills Level 2	ICT qualification at level 2 or above
	Assessors Award
	Youth work / Working with Young people qualification level 2 or above
	Information advice and guidance qualification, level 3 or above

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## Experience

Essential	Desirable
Experience in Teaching / Instructing or Coaching groups	Experience in teaching, mentoring, or supporting people to learn. Experience working with SEND children, young people, or adults
Experience of planning, recording and providing feedback	Experience of writing schemes of work, lesson plans and assessment criteria
Experience in using alternative methods of assessing outcomes	Ability to creatively support people to achieve learning outcomes through assessment
Experience of working with difficult to reach people	Experience in working with individuals and groups who are disengaged from learning
	Experience of working with people who are vulnerable with possible multiple needs and or behaviour issues, across an age range to include children, young people and adults

## Skills and Knowledge

Essential	Desirable
Proven track record in working with people in a positive way	
Excellent communication and negotiation skills.	
Ability to plan and prepare work in advance	
Ability to prepare and present information effectively	
Ability to teach within the vocational areas Ability to embed English, Maths and Personal and social development within teaching and learning	Ability to create fun and interesting ways to learn
Ability to support and motivate learners	
Understanding the importance of equality and diversity and safeguarding procedures	
IT skills	

## Other Qualities

Essential	Desirable
Reliable, adaptable, resilient, and flexible	Willing to take an active role in implementing ACE's ethos in accordance with the Corporate Strategy
A pro-active approach which demonstrates drive and enthusiasm	Enthusiasm for support ACE's development
Ability to manage a varied workload	
Team player	
Commitment to own professional development and participation in staff development activities	

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Open, honest, and trustworthy	
Empathetic, with the ability to motivate staff and learners	Ability deal with conflict to promote positive outcomes

### Police and Reference Enquiries

All appointments are made subject to satisfactory police and reference checks prior to appointment, and you will be required to complete an Enhanced Disclosure and Barring Service application form and evidence of identity must be provided.

### Equal Opportunities

ACE is committed to ensuring that staff are appointed based on merit, regardless of ethnic origin, sex or disability, sexual orientation, race, colour, nationality (within current legislation) Marital status, caring or parental responsibilities, ages or personal beliefs on matters such as religion and politics.

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