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| Job Title | Community Learning Instructor |
| Salary/Grade | LBR 4 – LBR 6 to be reviewed |
| Hours | Full Time |
| Contract type | Fixed Term until July 2026 |
| Location | Little Heath School (across two sites) |
| Reports to: | Sixth Form Leader |

Main Purpose of the Role

To work within the policies and ethos of Little Heath School as an effective and motivational professional who is ambitious for pupils and leads by example. The role will:

- Provide high-quality education and care for pupils with learning difficulties and complex needs, aged 11–19 and beyond.
- Develop pupils' personal and social skills to support their independence and wellbeing.
- Prepare pupils for transition into adulthood, including further education, training or employment.
- Challenge and support pupils to achieve their best in a safe, nurturing environment.
- Take the lead on Community Learning across the Sixth Form, ensuring opportunities are purposeful, inclusive and effectively embedded into the wider curriculum.
- Be responsible for capturing and uploading evidence of learning (both in the community and classroom) to Earwig.
- Take overall responsibility for the maintenance and completion of Earwig timelines, Learner Outcome Maps (LOMs), Personal Learning Plans (PLPs) and End of Year Reports for the assigned Sixth Form class.

Teaching and Learning

- Deliver motivating, effective and differentiated learning experiences that meet the individual needs of pupils as outlined in their EHCPs and aligned with the school's curriculum guidance.
- Plan and implement a curriculum that incorporates classroom-based and community-based learning.
- Ensure ongoing assessment of pupils' achievements, maintaining accurate records in line with school policy.
- Lead and develop the classroom team, modelling high expectations and effective practice.
- Use a range of teaching strategies to ensure progress and maintain a positive classroom climate.
- Set ambitious and achievable learning targets, regularly reviewed and updated.
- Collaborate with other professionals and external agencies as appropriate.
- Report on pupil progress and development to SLT, parents and carers.
- Safeguard the wellbeing of all pupils and uphold the highest standards of pastoral care.



Specific Responsibilities

- Lead on the planning, delivery and evaluation of Community Learning experiences for a Sixth Form class.
- Promote pupils' awareness of and responsibility for their local environment.
- Liaise with the facilities team to maintain the school's outdoor learning spaces.
- Take full responsibility for the management and use of Earwig, ensuring that learning evidence is regularly uploaded and outcomes are tracked.
- Oversee the completion and accuracy of LOMs, PLPs, and End of Year Reports for the class.
- Champion and model the effective use of Earwig across your team to inform planning, assessment and reporting.

Wider Responsibilities

- Contribute to the implementation of the School Development Plan.
- Take part in school routines, including meetings, assemblies, duties, and off-site visits.
- Establish and maintain effective relationships with colleagues, parents and carers.
- Participate in whole-school initiatives and provide support across the Sixth Form where required.

Reporting Structure

- The postholder is accountable to the Headteacher and reports directly to the Sixth Form Leader.
- They will also liaise with external professionals and agencies to support pupil outcomes.
- They will be responsible for supervising LSAs and volunteers within the class team.

Health and Safety

All employees must take reasonable care of their own health and safety and that of others and co-operate with the school in ensuring compliance with Health and Safety legislation.

Safeguarding

All appointments are subject to an Enhanced DBS check and satisfactory references. The successful candidate will be expected to uphold the highest standards of safeguarding and child protection.

All appointments are subject to a successful Enhanced DBS check and appropriate references.



PERSON SPECIFICATION

Evidence gathered via:
AF – Application Form
I – Interview

| Criteria | Essential | Desirable | Evidence |
|--|------------------|------------------|-----------------|
| Qualifications and Experience | | | |
| Confident and competent with ICT | ✓ | | AF |
| Experience working with children and young people | ✓ | | AF, I |
| Experience of working in a special school | | ✓ | AF |
| Experience of working in gardening or horticulture | | ✓ | AF, I |
| Experience of community-based education or outreach | ✓ | | AF, I |
| Understanding of safeguarding and child protection | ✓ | | AF, I |
| Full UK driving licence (drive school minibus) | ✓ | | AF |
| Teaching and Learning | | | |
| Ability to differentiate and adapt learning to individual needs | ✓ | | AF, I |
| Understanding of how to use assessment to inform planning | ✓ | | I |
| Ability to manage classroom routines and pupil behaviour effectively | ✓ | | I |
| Experience of planning and delivering outdoor or community-based learning | ✓ | | I |
| Effective written and verbal communication skills | ✓ | | AF, I |
| Competent in using digital tools to support assessment and reporting (e.g. Earwig) | ✓ | | AF, I |
| Personal Qualities | | | |
| Organised, efficient and able to prioritise workload | ✓ | | AF, I |
| Able to work collaboratively and as part of a team | ✓ | | AF, I |
| Enthusiastic, flexible, approachable and resilient | ✓ | | I |
| Excellent attendance and reliability | ✓ | | AF |
| Willingness to learn and develop professionally | ✓ | | AF, I |
| Commitment to making a difference to the lives of young people with SEND | ✓ | | AF, I |