



The **GALLERY TRUST**



A community of special schools



Orion
Academy

**Vocational Learning Instructor
Candidate Information Pack
July 2021**

Orion Academy provides education for students with a range of Special Educational Needs and Disabilities, including Autistic Spectrum Disorder, Social, Emotional and Mental Health Needs and Cognition and Learning Needs, on its site in the outskirts of Oxford. The Academy will move to new state of the art buildings on the same site in 2021.

All students have an Education, Health and Care Plan, which drives their educational provision.

Orion Academy currently offers places to 68 students but the roll of the school will rise steadily over the next three years to cater for 109 students, aged from 5 to 18 years. Students attend from throughout the county, and transfer from our SEND feeder school, and a number of mainstream primary and secondary schools.

Students are taught through a differentiated and bespoke curriculum designed to enhance academic and social development, with a strong emphasis on independence skills. The curriculum delivers a thematic, cyclical approach to provide a meaningful and interesting context for the development of basic skills, knowledge and understanding while providing the relevant National Curriculum requirements. Classes are grouped into stage, not age, allowing innovative and creative approaches to teaching and learning, and are taught predominantly by one class teacher, supported by additional class adults.

The Academy provides support for the social and emotional needs of students through a qualified and skilled therapeutic team, underpinned by a Trust pastoral support term. The offer to students is enhanced by additional specialist therapies and interventions, which includes Digby, our lovable therapy dog!

We are developing the opportunity to offer our students a vocational and practical curriculum as we move into our new school. With this in mind, we are looking for a creative, flexible and positive team player to join us and be based in our purpose-built vocational centre, where you will be part of the commissioning process to ensure that the space meets the needs and aspirations of all our students.

Orion Academy is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county.

Thank you for your interest in Orion Academy. This is a really exciting time to join our school and I look forward to reading your application.

Lynne Smith
Head Teacher

Aims and Values

At Orion Academy we are committed to guiding and encouraging our children and young people towards reaching their full potential. We believe that each and every one of our unique learners has their own contribution to make to the life of the Academy, their family and their community, through:

- Engaging with a stimulating and challenging education of the highest quality within which they know that their achievements are valued
- Developing the ability to be independent and successful in adult life and the wider community
- Developing the ability to embrace change and the challenges this can bring
- Developing positive relationships and respect for one another
- Developing tolerance and understanding of individual needs
- Embarking on a journey of self-discovery
- Engaging with the Academy's high expectations, positive attitudes and staff that have a passion for working with young people
- Supporting the Academy's safe and secure structure
- Embracing the exciting and innovative challenges and opportunities on offer

**Vocational Learning Instructor
Grade 9
Actual Annual Salary: £20,430 to £22,426
(FT £27,741 to £30,451)
32 hours per week, 38 weeks per year, term time only**

To start 01 September 2021

If you are committed to enriching and improving the lives of young people with Special Educational Needs and Disabilities, if you would like to join a team which delivers an exciting and diverse curriculum which is not driven by the National Curriculum or exam outcomes, and if you want to work in a vibrant Special Academy – we want to hear from you.

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Our unique features include:

- A curriculum model which is designed around our children
- Individual learning pathways which teach the way our students learn and moves away from the “one size fits all” approach.
- An ethos of Restorative Approaches, mutual respect, and social responsibility which creates an inclusive and nurturing community
- A flexible, innovative and student-centred approach, which supports not only excellent teaching and learning, but also the emotional and mental wellbeing of students and their individual needs.

If you share our passion for making a real difference to the lives of children and young people with special needs, this could be the opportunity you are looking for. In return for your contribution to our team, you will work in an environment which is innovative and, in a rewarding, and fulfilling role. We will provide you with induction and training, and the opportunity to join the Local Government Pension Scheme, one of the largest public sector pension schemes in the UK.

Previous special school experience is not necessary, but it is essential you fully share our values, which can be found on our website.

Application Process

To apply for this post, please email application@thegallerytrust.co.uk or telephone 01865 771703 to request an application form and candidate information pack. You can also download an application form from our website or from The Gallery Trust website www.thegallerytrust.co.uk

Please submit your application form by **5pm on Sunday 11th July 2021** to application@thegallerytrust.co.uk or by post.

Interviews will be held in the week commencing 12th July 2021.

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.



The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2022
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)
- The Gallery (resource base for mainstream students)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

Vocational Learning Instructor Job Description

Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Manager if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

Job Purpose

To assist and support the Head Teacher and teaching staff in providing high standards of pastoral care and teaching and learning across the curriculum and to promote The Gallery Trust's vision and ethos.

To deliver Vocational Learning across the school and notably in Key Stage 4 using the BTEC Vocational Learning units of work. This will involve delivering a 'Try a Trade' curriculum focusing on practical contexts for individual and group projects.

This will also involve planning, preparing and delivering activities across a range of construction-style areas, for example:

- Construction e.g. masonry, joinery, painting and decorating, plastering, plumbing. Focused projects e.g. enterprise meets construction in garden building, leading to production and sales
- Automotive e.g. how to diagnose faults in cars and bikes, servicing cars and bikes, building vehicles from scratch from a soapbox to race to an off-road buggy
- Outdoor and Engineering e.g. bushcraft construction such as BBQs and focused projects e.g. camp solutions, USB capable generator, home built BBQ.

Monitoring students' progress and assessing, recording and reporting on students' achievement, progress and development.

Key Tasks

Teaching and Learning

- Planning and delivering effective vocational learning experiences
- Preparing students for accreditation opportunities with the support of the Assistant Head in charge of curriculum
- Organise and manage appropriate learning environment and resources
- Provide objective and accurate feedback, and reports as required on student achievement and progress
- Within an agreed system of supervision, plan challenging teaching and learning objectives, evaluating and adjusting lessons as appropriate
- Produce lesson plans and worksheets
- Establish positive working relationships with students, acting as a role model and setting high expectations
- Maintain good discipline using the school's Behaviour Policy
- Contribute, where appropriate, to the display, presentation and celebration of student's work

General Responsibilities

- Work constructively as part of a team, understanding school rules and responsibilities
- Be aware of and support difference, and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos and aims of the school
- Attend meetings as required
- Participate in training and other learning activities and performance development as required
- Share expertise and skills with others
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to a relevant person

**Selection Criteria
Vocational Learning Instructor, Orion Academy**

	Essential	Desirable
Professional Qualifications	Level 2 qualifications or equivalent	Level 3/ 4 qualifications Team Teach Trained
Experience	Experience in instructing children and/or young people in an educational setting Experience of working with young people with a range of needs, for example, Social, Emotional and Mental Health needs, challenging behaviour, communication and Interaction needs etc.	Experience of instructing young people in a specialist subject in an educational setting
Professional Knowledge & Skills	Proven knowledge and experience in specialist area/s Good numeracy and literacy skills Understand the importance of positive role modelling Understand the importance of shaping possible career pathways Understand the importance of identifying potential barriers to learning and the importance of using strategies to overcome these barriers Ability to deliver learning in a creative and imaginative way to engage the students Ability to build positive relationships with young people and work closely with individuals and organisations Ability to remain calm and patient when faced with challenging situations Effective use of ICT to support learning Effective communicator with students and a wide range of stakeholders	Understanding of relevant policies/codes of practice and awareness of relevant legislation Understanding of statutory frameworks relating to teaching Ability to provide training and support for colleagues
Personal Skills and Qualities	Ability to establish and maintain positive relationships with key stakeholders, including pupils,	

	<p>colleagues, parents, carers and external agencies</p> <p>Ability to work collaboratively and constructively in a team</p> <p>Commitment to safeguarding and the welfare of children and young people</p> <p>Good organisational skills</p> <p>Excellent interpersonal and communication skills</p> <p>Ability to remain positive and enthusiastic, including when under pressure</p> <p>Strong commitment to raising standards</p>	
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Your application should clearly demonstrate how well you meet the above key criteria.

July 2021