

JOB DESCRIPTION

SCHOOL: Silverdale KS3 & KS4 PRU

JOB DETAILS:

Job Title: TA 4 – Vocational Training Officer

Grade: Grade 3B (SCP 25-28) pro rata

Directly responsible to: Headteacher

Directly responsible for: Hair & Beauty Vocational Training Officer & supporting learning

Hours of Duty: 32.5 per week, term time only plus 5 days

Summary of Role:

Under an agreed system of supervision: take a lead role within the school to deliver Hair & Beauty as a Vocational subject and support learning in lessons. To address the needs of pupils who need particular help to overcome barriers to learning and engagement.

Main Duties and Responsibilities/Accountabilities:

Support for Pupils

1. Take a lead role in managing, delivering and assessing Hair & Beauty as a Vocational Subject to KS4 students as an option. The assessment consists of practical units with observations & witness statements. In addition, at times you will support the learning of students in other curriculum areas.
2. Manage the supervision of students across a range of key stage 4 provisions, or otherwise not working to, a normal timetable.
3. Undertake comprehensive assessments of students to determine those in need of particular help. Including initial/inductions and baseline assessments.
4. Assist teachers with the development and implementation of Individual Education/Behaviour/Support plans.
5. Understand and know how to support the provision of students with special needs, including SEMH
6. Establish productive working relationships with students, acting as a role model.
7. Arrange and develop 1:1 mentoring arrangements with students and provide support for distressed students and students in crisis
8. Be able to implement a range of interventions in order to re-engage students in learning and achieve positive outcomes.

9. Provide information and advice to enable students to make choices about their own learning/behaviour/attendance.
10. Challenge and motivate students, promote and reinforce self-esteem.
11. Provide feedback and make positive links with other professionals and other agencies

Support for the School

1. Manage liaison with other schools and other relevant bodies to gather student information.
2. Support students access to learning using appropriate strategies, resources etc.
3. Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
4. Monitor and evaluate students' responses and progress against action plans through observation and planned recording.
5. Provide objective and accurate feedback and reports as required, to other staff on students' achievement, progress and other matters, ensuring the availability of appropriate evidence.
6. Manage record keeping systems and processes
7. Take a lead role in the development and implementation of appropriate teaching and learning strategies and policies.
8. Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
9. Take a lead role in the development, implementation and monitoring of systems relating to student progress and tracking of progress.
10. Administrative support e.g. dealing with correspondence, compilation/analysis/reporting on progress etc.

Support for the Curriculum

1. Implement agreed learning activities/teaching programmes, adjusting activities according to students' responses/needs.
2. Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.
3. Determine the need for, prepare and use specialist equipment, plans and resources to support students.

Support for the School

1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the schools.
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.

5. Attend and participate in regular meetings.
 6. Participate in training and other learning activities as required.
 7. Recognise own strengths and areas of expertise and use these to advise and support others.
 8. Be responsible for the provision of out of school learning activities within guidelines established by the school.
 9. Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.
-
1. **Safeguarding**
The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised:

22/04/2026

Prepared by:

Stephanie Carr

Agreed by Postholder