ON TRACK EDUCATION

MULTI SKILLED VOCATIONAL TUTOR

NORTHAMPTONSHIRE

ON TRACK EDUCATION SERVICES

ON TRACK EDUCATION SERVICES LIMITED WAS ESTABLISHED BY A TEAM OF SEN TEACHERS IN 2004. WE NOW HAVE EIGHT INDEPENDENT SPECIAL SCHOOLS, AND ADDITIONAL SUPPORT SERVICES, AROUND THE COUNTRY FOR YOUNG PEOPLE WITH A RANGE OF DIVERSE SPECIAL EDUCATIONAL NEEDS.

ON TRACK NORTHAMPTON

On Track Education in Northampton is an independent, mixed, special school, registered for 48 pupils aged 11 to 19 with behavioural, emotional and social difficulties. The school is approved under Section 41 of the Children and Families Act and it opened in 2010. The school was rated outstanding by OFSTED in 2025

Our staff team is made up of kind and compassionate professionals working within the ethos of placing children's needs at the heart of school. The team is made up of experienced SEN teachers, behavioural experts, tutors, trainee teachers and support staff.

The school is situated on the Moulton Park Industrial Estate in Northampton. Pupils are referred to the school by local authority SEN departments and the school is named in their individual EHCP. Our pupils have a range of special educational needs including Social, Emotional and Mental Health Autistic Spectrum Disorder, Moderate Learning Difficulties and Speech, Language and Communication Needs. We teach our pupils in small groups, of up to four, with support from teachers and support staff. Our curriculum is diverse, broad and balanced and encourages the development of a wide range of skills and aptitudes.

ON TRACK EDUCATION SERVICES

ON TRACK IRTHLINGBOROUGH

On Track Education is expanding its Northampton provision by opening a new site in Irthlingborough, increasing capacity to support an additional 30 pupils. Set within a characterful and impressive building, the site offers a wonderful outlook across the local area, creating a calm and inspiring environment for learning.

The building has been fully refurbished to a high standard. It includes a spacious outdoor play area, providing pupils with both indoor and outdoor spaces that support their wellbeing, engagement and development.

RECRUITMENT AND SELECTION STATEMENT

The safe recruitment of staff is the first step in the effective safeguarding and promoting the welfare of our pupils. On Track Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

On Track Education recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. On Track Education is committed to ensuring that the recruitment and selection process is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. On Track Education will uphold its obligations under law to not discriminate against applicants.

On Track Education will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The following pre-employment checks will be required:

- receipt of at least two satisfactory references, one from most recent employer*
- verification of the candidate's identity
- a satisfactory enhanced DBS check (including barred list information)
- verification of the candidate's mental and physical fitness for the post
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted)
- the production of evidence of the right to work in the UK
- a check for a teacher prohibition order
- a check for a section 128 direction (for management positions)
- online searches may be conducted on shortlisted candidates to help identify any issues that are publicly available

NB It is illegal for anyone who is barred from working with children to apply for, or work in our schools in any voluntary or paid capacity.

- On Track Education will contact current and previous employers, if an applicant is shortlisted, as part of pre-appointment checks. In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. On Track Education will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.
- Further checks may be made for applicants who have lived or worked outside the UK. These will include a check for information about any sanction or restriction that an EEA professional body has imposed.

RECRUITMENT AND SELECTION STATEMENT

On Track Education will take up any discrepancies or anomalies in the information provided or issues arising from references at interview.

On Track Education will contact current and previous employers of those applicants.

On Track Education will keep and maintain a single central record of recruitment and vetting checks, in line with the statutory requirements.

On Track Education requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.

All posts within On Track Education are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Criminal Records Disclosure Certificate will only be accepted in certain restricted circumstances. On Track Education is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s).

EQUALITY, INCLUSION AND DIVERSITY

ON TRACK EDUCATION IS COMMITTED TO THE PRINCIPLE OF EQUAL OPPORTUNITY IN EMPLOYMENT

On Track Education is committed to the principle of equal opportunity in employment. The terms equality, inclusion and diversity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All job applicants, employees and workers (including agency workers) are covered by this policy and it applies to all areas of employment including recruitment, selection, training, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Company.

Management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant, employee, or worker receiving less favourable treatment because of a protected characteristic within the Equality Act 2010 which are race (including colour, nationality, ethnic or national origin and caste), religion or belief, disability, sex, sexual orientation, pregnancy or maternity, gender reassignment, marriage/civil partnership and age. In accordance with our overarching equal treatment ethos, we will also ensure that no-one is treated less favourably on account of their trade union membership or non-membership, or on the basis of being a part-time worker or fixed term employee. The Company's objective is to ensure that individuals are selected, promoted, and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

MULTI SKILLED VOCATIONAL TUTOR

Responsible to:	Sally O'Connor - Head of School
Location:	On Track Education Northampton
Salary:	£28,060 - £30,370 per annum dependent on qualifications and experience
Contract type:	Full-time | 8:45am to 4:45pm Mon to Fri

SAFEGUARDING

All On Track staff are expected to maintain an awareness of equality and diversity in relation to pupils, staff and visitors to On Track.

On Track places safeguarding at the heart of all that it does and all staff are expected to:

- adhere to the Staff Code of Conduct policy at all times
- read and ensure their full understanding of all school policies
- be mindful of safeguarding and child protection issues in relation to all pupils
- report any concerns using the appropriate documentation
- engage positively in all training opportunities

CORE REQUIREMENTS

In fulfilling the requirements of the post, you will demonstrate essential professional characteristics, and in particular will:

- Inspire confidence in pupils and colleagues
- Work collaboratively, and foster positive relationships, as part of the school team
- Engage and motivate pupils, promoting their progress and well-being
- Have high expectations of every pupil
- Role model professional conduct and presentation
- Contribute positively to the school's continual improvement and development
- Promote and safeguard the welfare of the pupils
- Work within school policies at all times
- Maintain confidentiality

JOB DESCRIPTION

Role Purpose

To lead the planning and delivery of a range of practical multi-trades subjects across the school, enabling pupils to develop vocational knowledge, practical skills and confidence while working towards meaningful qualifications and accreditation.

The Multi Trades Lead will support pupils to engage in learning, develop positive attitudes towards work and achieve outcomes that prepare them for adulthood, further education, apprenticeships and employment.

Teaching and Learning Responsibilities

- Lead the planning and delivery of a range of multi-trade practical subjects across the school, including plumbing, carpentry, electrics, plastering and brickwork.
- Plan and teach clear, high-quality lessons that support pupils to make good progress and embed key concepts in their long-term memory.
- Set clear targets for pupils' learning, building on prior attainment and considering each pupil as an individual.
- Have regard for, and plan to meet, the special educational needs of pupils.
- Develop expert knowledge within the subject areas taught.
- Enable pupils to understand key concepts, checking understanding effectively and correcting misunderstandings.
- Assess pupil work and progress, providing regular feedback to inform future teaching.
- Prioritise reading to develop pupils' fluency, confidence and enjoyment.
- Plan and sequence learning towards meaningful accreditation where appropriate.
- Build learning towards the next stage of education, training or employment.
- Report on pupil progress in line with school policy.
- Maintain a stimulating, engaging and safe learning environment.
- Positively manage behaviour in line with school policy.
- Develop industry-relevant learning experiences that prepare pupils for future employment.
- Support preparation for adulthood, employability and independence through vocational learning.
- Contribute to the ongoing development and review of vocational provision within the school.
- Develop links with local employers, training providers and apprenticeship opportunities where appropriate.

Workshop and Health & Safety Responsibilities

- Maintain a safe, organised and engaging workshop environment.
- Ensure tools, equipment and resources are used safely and appropriately.
- Promote safe working practices at all times.
- Monitor the condition of equipment and learning spaces.
- Ensure compliance with relevant health and safety requirements.
- Support pupils in developing safe working habits and an understanding of industry expectations.
- Maintain appropriate records relating to workshop safety, equipment and risk management.

Pupil Support and Development

- Build positive and trusting relationships with pupils.
- Support pupils' social, emotional and behavioural development.
- Promote positive behaviour and engagement.
- Undertake a pastoral and support role as required.
- Work collaboratively with families and external professionals where appropriate.
- Support pupils to develop resilience, confidence and self-esteem through vocational success.
- Help pupils overcome barriers to learning, engagement and attendance.

Professional Responsibilities

- Attend school events as required.
- Contribute to the wider life of the school, including whole-school routines, duties and administration.
- Take responsibility for professional development and engage with performance management processes.
- Work collaboratively with colleagues across the school.
- Maintain confidentiality and professionalism at all times.
- Promote equality, diversity and inclusion.
- Promote and safeguard the welfare of children and young people.

Person Specification
(Essential)

- Level 2/GCSE in English and Maths
- Relevant trade qualifications and/or significant industry experience.
- Experience within one or more construction-related disciplines.
- Ability to engage and motivate young people.
- Strong communication and interpersonal skills.
- Understanding of health and safety requirements within workshop environments.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Full UK driving licence and access to a vehicle.

(Desirable)

- Teaching qualification, assessor qualification or training qualification.
- Experience working with children or young people.
- Experience within a SEND, SEMH or alternative provision setting.
- Experience delivering vocational qualifications or accredited learning.
- Knowledge of apprenticeship, vocational or employment pathways.
- Understanding of trauma-informed or therapeutic approaches.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the managers to undertake work of a similar level that is not specified in this job description.

Your normal hours of work may be varied to meet the needs of the service with which you are based. You may be required to work hours in addition to your contracted hours.

On Track Education Services is committed to safeguarding the welfare of children and young people in their care and expects all staff, contractors and volunteers to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory enhanced DBS certification and reference.

PERSON SPECIFICATION

EDUCATION	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	• GCSE English and Maths grade C or equivalent • Recognised Teaching Qualification	• Qualified Teacher status (Pre or Post 16) • A degree or equivalent. • Higher degree qualification, postgraduate courses. • Nurture group trained
EXPERIENCE		
	• Evidence of successful and recent class/group maths and/or English teaching responsibility • Experience of Special Education	• Evidence of successful and recent class/group teaching responsibility to GCSE or equivalent vocational level • Evidence of substantial teaching experience. • Significant experience of Special Education.
KNOWLEDGE & UNDERSTANDING		
	• Knowledge of relevant Education Legislation. • Knowledge and understanding of Ofsted inspection requirements and compliance with DfE regulations and standards. • Ability to prepare and deliver a progressive curriculum using a range of teaching styles and methodologies • Knowledge and understanding of continuous assessment and how to use this to improve teaching and learning • Knowledge and understanding of national accreditation and exam board procedures • Awareness of strategies to effectively manage the behaviour of the most vulnerable and needy children and young people. • Understanding of how to set and monitor behavioural targets. • Knowledge and understanding of the SEN Code of Practice and its implementation	• Recent experience of an OFSTED inspection and its follow up.
PERSONAL QUALITIES		
	• Able to establish and develop good relationships with all involved in the school. • Ability to communicate effectively in writing and orally. • Competent in the use of ICT. • Flexible and approachable. • Resilient under pressure. • Ability to maintain a good sense of humour • High levels of tolerance. • Professionalism. • Integrity. • Trustworthy and dependable.	
ATTITUDES		
	• A commitment to the vision and values espoused by On Track Education. • A desire to meet each child's individual educational needs. • A belief in the intrinsic value of all pupils • A commitment to providing unconditional support and approval to all pupils • Commitment to own continuous professional development • Commitment to safeguarding and promoting the welfare of children and young people. • Commitment to equality of opportunity. • Commitment to race and gender equality and social inclusion.	• A positive and energetic approach to work. • An understanding of the way in which On Track Education can promote values and a moral code.

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www.ontrackeducation.com/apply-now

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CONTACT US

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