

JOB DESCRIPTION

Fixed term until December 2026 in the first instance

ROLE TITLE:	Senior Instructor for Alternative Learning (Gateway)		
REPORTING TO:	Cathy Leamon – Steps2Work/Outside and Active Programme Manager		
LOCATION:	Gateway Community Garden - Reigate		
HOURS:	21 Hrs p/wk for 41 weeks of the year (term time plus 2) Tues, Weds & 1 other day		
SALARY:	£14,727 (£15.05 p/hour)	DIRECT REPORTS:	At least 1
CLOSING DATE:	22/10/25	INTERVIEW DATE:	TBC

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Spelthorne Family Centres**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; improving mental health and wellbeing through **Steps2Work Wellbeing** and our nurture through nature programme at **Gateway** and **Outside and Active**; working to bring the community together and taken action on local issues with our **Stanwell Community Group** project; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

Surrey Care Trust is invested in supporting those young people 14-16 that are not in education, or not suited to full time school provision, by delivering Alternative Provision based at our award-winning Gateway Community Garden in Reigate. Students will be referred via Surrey County Council, Local Schools and Colleges. We are implementing this programme following a very successful year of supporting this age group back into a school setting. By the very nature of the setting where the school day will take place it is therapeutic and allows space in an outdoor environment during good weather and covered space in the colder weather for a variety of horticulture based activities and learning, along with crafts, wellbeing, woodwork, and gardening to take place.

We will be delivering ASDAN qualifications and units over the 2 days that the students attend.

Our Vision

We are the local charity working with volunteers, to make Surrey a place where vulnerable people have the opportunities, skills and support they need to achieve their potential.

Our Mission

We are breaking the Cycle of Disadvantage in Surrey by equipping vulnerable people with the skills and confidence they need to change their lives, and their futures.

Overall purpose of the role

A Senior Instructor role responsible for the teaching, development and daily operation of Surrey Care Trust's Alternative Provision on site at Gateway Community Garden. Leading staff to facilitate teaching and learning and support for pupils aged 14 – 16, including those with Special Educational Needs and Disabilities (SEND), the key duties include overseeing the SEN policy, coordinating provision with staff and external agencies like health and educational services, managing records, and working closely with young people and parents to ensure personalized support plans and educational outcomes for students. You will line manage a small team to support the implementation of the programme and liaise with the Gateway Community Garden team to ensure a cohesive approach to the activities, plan sessions, work towards ASDAN qualifications with your students.

Duties and Responsibilities

- **Coordination of Provision:**
Overseeing and planning of day-to-day delivery of teaching and learning and support for students and those with SEND, ensuring effective use of resources, working towards all students gaining ASDAN qualifications
Preparing lessons and schemes of work to meet qualification outcomes.
Linking in with the awarding body requirements and external verifiers for assessment of student portfolios.
Explore innovative ways to facilitate teaching and learning that best meet student needs.
- Identify, organise and set up appropriate resources and ensure they are used efficiently and safely for the activities that the student will undertake in the setting.
- **Staff Support & Development:**
Advising and training your team on supporting all students and those with SEN, including effective teaching strategies and behaviour management.
- **Liaison with Parents and Professionals:**
Working collaboratively with parents, external professionals (e.g. schools, Educational Psychologists, Speech & Language Therapists), and local authorities to provide continuity of support.
Ensure safeguarding procedures and records are kept and maintained, ensuring any safeguarding concerns are dealt with appropriately.
- **Record Keeping and Monitoring:**
Maintaining comprehensive and up-to-date records of all pupils and those with SEND provision, overseeing Safeguarding and ensuring appropriate Health and Safety procedures are adhered to whilst monitoring students' progress and engagement.

Person Specification

ESSENTIAL	DESIRABLE
Education, Training and Work Qualifications	
Teaching qualification/certificate with experience of teaching	Qualified Teacher Status (QTS) or equivalent.
Experience of teaching and supporting children/adults with additional needs, with knowledge of how their needs may need to be addressed	SENCO qualification or previous experience as a SENCO
Good standard and level of education with excellent written and verbal English	Degree
Relevant Experience	

Planning and delivering of curriculum activities including experience of using/creating lesson plans/schemes of work	Experience in a school setting and working with SEN students
Experience of leading groups and confident in presentation and teaching small groups and 1:1	Ability to hold difficult conversations confidently and effectively
Keen gardener/understanding of horticulture and experience and willingness to work outdoors in all weather	Working in a horticultural setting
Experience of dealing effectively with complex situation involving families and young people	Dealt with safeguarding issues and worked with/supported complex families
Knowledge	
Safeguarding Training and recognising the importance of safeguarding and keeping children safe.	Knowledge of current education legislation, framework, best practice, national trends and innovation Safeguarding experience
Knowledge and understanding of how young people learn and how to motivate them	Examples of innovative teaching and learning and how these can engage students
SEN knowledge/experience and how best to support young people with a range of needs	Worked with SEN children and experience of adapting techniques to best support them.
Skills and Expertise	
Excellent communication and organisational skills to plan and prioritise workload and meet targets	Ability to analyse and evaluate data to identify student needs and appropriate strategies to overcome barriers to learning.
Strong problem solving and interpersonal abilities	
Excellent attention to detail	Experience of qualifications assessment and planning/working towards assessment criteria
Ability to lead and work effectively within a team	Experience of staff management
Strong IT skills with regular experience of using Word, Outlook, Excel etc	

Enhanced DBS is required and will be undertaken by Surrey Care Trust.

Car driver as travel will sometimes be required for meetings at Schools, Colleges and for networking

Health & Safety

All staff must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, beneficiaries and visitors.

General

This job description is not an exhaustive list of duties, but it is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands, growth and priorities with the Trust.

For an initial discussion about this role please contact **Cathy Leamon – cathy.leamon@surreycaretrust.org.uk and/or 07730570305**

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk – Closing date for applications is **22/10/25**