



JOB DESCRIPTION: TUTOR

SALARY: Starting from: £27,785 + SEN Allowance

REPORTING TO: College Principal

CONDITIONS OF SERVICE: TBC (to be worked within the hours of 9.15am and 4.15pm)

MAIN PURPOSE OF JOB:

To work collaboratively with the Tutor and College Leadership Teams (CLT) with their responsibility for the development and education of students, by utilising detailed knowledge and specialist skills, being fully involved in all stages of the planning cycle.

To plan and deliver sessions with the oversight of CLT as appropriate.

GENERAL DUTIES

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the College's Health and Safety Policy
- To uphold and actively promote the College's safeguarding policies and procedures, ensuring the safety and wellbeing of all learners at all times. Report concerns promptly in line with College protocols, and contribute to creating a safe, supportive, and inclusive learning environment for all students

SPECIFIC DUTIES

1. Under the direction and control of the CLT:

- To support in the development and education of the students, including the provision of specialist skills as appropriate and undertake those activities necessary to meet the physical, emotional, intellectual and social needs of students
- Lead the activities of individuals or groups of students to ensure their safety and facilitate their physical and emotional development
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of all students
- Actively manage the pre-determined educational activities and work programmes and assist in personal and individual development of individuals or groups of students
- Lead learning activities generally both within and away from the classroom
- To lead on off site visits (including transportation of students in College owned vehicle)
- Prepare structured planning for all assigned sessions
- Prepare and organise teaching resources, including the checking and maintaining of classroom equipment and materials
- Assist with the general supervision, counselling and discipline of students in line with the procedures of the College
- Oversee the day-to-day line management of Learning Support Assistants within assigned lessons, including overseeing deployment, supporting effective practice, and contributing to the setup and close-down procedures of the College day
- Liaise with Parent Carer/Advocates, other agencies and professionals
- Assist in the implementation of programmes designed by other professionals
- Adhere to and maintain the College's routines and Codes of Conduct, supporting the ethos of the College

- Promote students' independence in learning, and reinforcing their self-esteem through praise and encouragement
- Assist at an appropriate level with the provision of general care and welfare of students including:
 - Assistance with personal hygiene routines and the changing of soiled clothing
 - Assistance with student's injuries and where qualified, administration of basic first aid
 - Following consultation and agreement, assist with the administering of medicines under the direction of the Medical Interventions Manager
 - Assistance with the identification and monitoring of student's general health and welfare
 - To ensure all medical paperwork is in place and procedures are adhered to
 - To undertake specific training for individual interventions for the students as required

2. Working collaboratively with the Tutor Team and CLT:

- Carry out assessments on students and record information
- Provide ideas, materials and learning strategies for lessons
- Organise and deliver activities with groups or individual students
- Collaborate with Tutors/CLT with the overall delivery of lessons
- Contribute to personalised target setting
- Maintain records as directed to enable the assessment of students' ability and/or progress
- Assist Tutors/CLT at an appropriate level in preparing advice for Parent Carer/Advocates including participation in discussions with Parent Carer/Advocates
- Lead Annual Reviews meetings including preparation and paperwork
- Act as a Pastoral Lead fostering a positive, inclusive, and supportive College culture
- Contribute to report writing
- Writing and monitoring of Individual Education Plans (IEP's)
- Lead on designated areas of responsibility as assigned in line with the College curriculum
- Contribute to the continuous development of College provision by leading and supporting quality improvement planning within designated area of responsibility, clearly articulating the intent of interventions, ensuring effective implementation, and evaluating their impact on learner outcomes and experiences
- Monitor individual students and report on progress, achievements and concerns to designated supervisor
- Support training and development of Learning Support Assistants

ADDITIONAL POINTS

- This post is subject to an enhanced DBS and satisfactory recruitment checks
- In all contacts the post holder will be required to present a good image of the College as well as maintaining constructive relationships
- The Principal reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equalities Act
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the College's Equal Opportunities Policy