JOB DESCRIPTION

Post Title: Teaching in the Community (Tutor)	**Director/Service/Sector: Children's Services**	**Office Use**
Grade: 6	**Workplace: Emily Wilding Davison School**	**JE ref:S1642** **HRMS ref:**
Responsible to: Alternative Provision Lead	**Date: Feb 2024** **Manager Lever:**	

Job Purpose: Under an agreed system of supervision, provide tutoring in the community to pupils who find it difficult to attend the school site. The purpose of this role is to:

- build pupil confidence and bridge gaps of knowledge in core subjects
- help them to overcome barriers to learning
- ensure pupils are safeguarded effectively
- help pupils to transition into education on the school site

Resources	
Staff	None
Finance	Handling petty cash for resources and equipment
Physical	Responsibility for equipment and materials relating to role
Clients	'One to One' or small group classes and support to relevant pupils

Duties and key result areas:

- To deliver teaching of core subjects and PSHE, on a 1:1 basis, to students subject to the needs of the students. Carrying out associated preparation and assessment processes
- To foster a climate of high expectation among staff and pupils
- To work closely with the Alternative Provision Lead to develop and implement strategies to improve attendance
- To work closely with the Alternative Provision Lead to coordinate procedures for recording and reporting on progress, behaviour and attainment of students in the cohort, producing reports on a half termly basis.
- To work closely with the Alternative Provision Lead to ensure that students in the cohort are offered appropriate academic, social and emotional guidance, coaching and mentoring, in order to achieve expected outcomes.
- To ensure that whole School policies, including those related to Special Educational Needs are carried out
- To ensure pupils are safeguarded effectively and related policies and procedures are followed
- To reinforce targets as set within the School Improvement Plan and develop, implement and monitor within the cohort, strategies to meet those targets.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Establish productive working relationships with pupils, acting as a role model.
- Assist the Alternative Provision Lead with the development and implementation of individual education/behaviour/support/mentoring plans.
- To prepare lesson plans taking into account the needs of individual learners
- To provide support to learners to achieve their learning goals
- To use a variety of teaching and learning styles with an emphasis on differentiation.
- To act as a personal tutor, as appropriate for a group of students.
- To participate in curriculum and staff development
- To keep paper based and electronic based records as required.
- To ensure the maintenance of safe working practices and environments for all staff and learners in accordance with the policies of Northumberland County Council and relevant legislation.
- To be committed to equal opportunities and to comply with the County Council's diversity and equality policies.
- To be committed to professional self- development making full use of training and development opportunities identified through appraisal.
- To be committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults.

- To be committed to equal opportunities and to comply with the school's and equality policies.
- To participate in appraisal processes and continuing professional development opportunities.

Responsibilities

- Comply with all school policies and contribute to the development of policy relating to:
  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - Confidentiality and data protection.
- Confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Personal transport
Working patterns:	Usually within school hours, some evening working required
Working conditions:	Usually indoors in classroom setting including public places and pupil houses

PERSON SPECIFICATION

Post Title: Teaching in the Community (Tutor)	**Director/Service/Sector:**	Ref:S1642
Essential	**Desirable**	**Assess by**
Knowledge and Qualifications		
● Current NVQ level 3 in English and Maths or equivalent and willingness to work towards NVQ level 4 ● Meet Higher Level Teaching Assistant standards or equivalent qualification or experience ● HSAW First Aid Certificate or equivalent ● Full working knowledge of relevant policies/codes of practice/legislation ● Working knowledge of national curriculum and other relevant learning programmes ● Understanding of principles of child development and learning processes and barriers to learning	● Training in relevant learning strategies e.g. literacy ● Specialist skills/training in curriculum or learning area e g bi-lingual, sign language, ICT ● Level 4 Certificate in Education and Training (CTLLS) or equivalent qualification	
Experience		
● Experience working with children of relevant age ● Experience of working with pupils SEMH/ SEND ● Experience of teaching and supporting learners ● Knowledge and experience of safeguarding	● Experience of tutoring ● Experience of lone working ● Experience of de-escalation and positive handling	
Skills and competencies		
● Ability to plan effective actions for pupils at risk of underachieving ● Understand the range of support services/ providers ● Ability to self-evaluate learning needs and actively seek learning opportunities ● Ability to relate well to children and adults ● Work constructively as part of a team ● Relevant and up-to-date knowledge to plan, prepare, deliver, and evaluate safe and effective lessons for learners ● Understanding of health and safety within context of area of work and principles of risk assessment ● Able to demonstrate innovative approaches to teaching and learning		

● Ability to independently manage your own workload ● Ability to implement effective teaching strategies to improve understanding and skills levels ● Able to develop effective relationships with learners with SEMH/SEND while motivating them to learn ● Able to work under a lone working policy		
Physical, mental and emotional demands		
● Able to work on own initiative and as part of a team with minimal supervision ● A friendly, positive, and flexible approach ● Ability to manage significant emotional demands of working with learners with a wide range of behavioural, social and emotional problems		
Other		
● Willingness to participate in training and personal development		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits