



Lead SEND Tutor

Location	Reports to	Responsible for	Hours	Salary
Bore Place, Chiddingstone	Education and Community Director	SEND team	37.5 hours	£27,000- £30,625

Background information

Bore Place is home to the Commonwork Trust, a charity set in 500 acres of countryside encompassing an organic dairy farm and vegetable gardens, woodland, residential venue, environmental education and outdoor learning centre, and programmes providing opportunities for vulnerable and disadvantaged young people.

Our education centre delivers programmes for schools, families and the local community focused around nature, farming and food. Sustainability is at the heart of everything we do. Our mission is to provide a place that brings sustainability to life and offers people opportunities to learn, grow and be inspired.

We have been running programmes for young people with additional needs for over 30 years. We make use of every aspect of our grounds, venue and farm to tailor programmes that develop essential life and work-related skills for young people. One of our priorities is to expand our offer to enable more young people to reach their full potential.

Position summary

To develop and deliver programmes for people of all abilities to bring sustainability to life, build the connections between people and nature, enable the development of life and work-related skills and increase confidence and wellbeing of young people and families with a young person with additional needs.

To lead the development of the specialist education programmes at Bore Place for young people with additional needs.

To lead, train and work with other specialist tutors to implement and deliver our programmes.

To act as a Deputy Safeguarding Officer.

Primary Responsibilities

1. Design and delivery of our SEND Provision

- Lead the delivery of a variety of programmes including:
 - Running the accredited term-time weekly sessions with visiting young and adult groups from SEND schools and organisations.
 - Running one-day visits and residentials for SEND schools and organisations.
 - Running school holiday/Saturday clubs for young people with additional needs
- Engage with clients to give them a choice, a voice and shared responsibility in shaping the programme and its content.
- Design programmes that offer work related learning, build skills and experience by making the most of the Bore Place setting as a vocational learning environment including use of our kitchens, gardens, venue (vegetable, fruit and flower growing) and farm.
- Develop and lead the delivery of all aspects of the SEND provision.
- Lead the needs assessment for each child/young person/group/family before they engage with the programme.
- Develop and deliver training programmes for tutors responsible for delivering the SEND offer.

2. Administration and Housekeeping

- Lead the coordination and administration of our accredited learning programmes.
- Develop and complete evaluation and outcome monitoring processes.
- Ensure the spaces, equipment and facilities are kept clean and tidy, ready and welcoming in liaison with the housekeeping team.

3. Safeguarding

- To undertake the role of Deputy Safeguarding Officer.

Person specification

Skills and abilities

- Excellent communication and teaching skills for all ages and abilities.
- Ability to work with and structure differentiated sessions for groups with mixed abilities, supporting individuals' progression.
- Excellent team leadership, teamwork and ability to support team development.
- Ability to employ a wide range of methodologies/adaptations to support learning, mental, emotional and physical disabilities.
- Ability to use a setting to its full potential to develop programmes and activities for those attending.
- Skill and interest in horticultural activities (desirable).

Experience

- Qualified, committed, creative and experienced specialist teacher/tutor with at least three years' experience.

- Experience in different communication approaches, such as Communicate in Print.
- Experience of working with young people aged 0-25 years, and their families.
- Experiencing of assessing need and designing and delivering programmes appropriate to need with appropriate progressive outcomes.
- Track record of supporting young people to increase their confidence, self-esteem and skills.
- Experience in training teams.
- Experience in meeting safeguarding and health and safety requirements.
- Experience and understanding of education for sustainability (desirable).

Knowledge

- Knowledge of the additional needs sector.
- Ability to design, coordinate and deliver programmes of work.
- Understanding of learning and teaching processes.
- Understanding of the head, heart and hands approach to learning.
- Knowledge of/interest in organic farming, gardening, food, arts, nature and the countryside.

Personal attributes and other requirements

- Commitment to the values of the Trust and to supporting young people to reach their full potential.
- Ability and willingness to work in a practical, physical way outdoors in all seasons and weathers.
- Willingness to travel and work some unsociable hours.
- Ability to work occasional evenings and weekends.

Our Values

INTEGRITY - Lived experience and knowledge to inform high standards in all that we do.

COLLABORATION - Creating synergy and making a difference by working with different people.

CURIOSITY - We are solution-focused problem-solvers, leading change and making a difference.

PROACTIVITY - We are change-makers, putting research and knowledge into practice to lead change.

Benefits of the role and working at Bore Place

- Ability to make a significant difference to the lives of others and see the direct impact of your role.
- Flexible working arrangements.
- 38 days paid holiday, including bank holidays.
- Pension - 4% employer contribution.
- Life insurance, employee assistance services, pension, staff discounts on courses and food.
- Coaching and support.
- Opportunity to undertake further learning and training.
- A glorious countryside location with free parking onsite.

Diversity

Bore Place is committed to promoting a diverse and inclusive workplace where everyone can be themselves and succeed on merit. We strive to ensure that opportunities to work and develop at Bore Place are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

Please notify us of any disability at the earliest opportunity should you wish us to make any special arrangements for the application process or, if successful, for the role. We will ensure we make reasonable adjustments wherever we can.

Safeguarding and DBS

The safety and welfare of children and other vulnerable people at Bore Place is extremely important to us and is why we pride ourselves on our safeguarding procedures. All positions at Bore Place are subject to a Disclosure & Barring Service (DBS) check at the appropriate level.

Right to work in the UK

It is a requirement that any successful applicant has the right to work in the UK and can provide evidence of this. This would be an express term and condition of your employment with us.