 **The Orchard School – Job Description**

**Job title: Engage Pathway Tutor**

**Responsible to:** **Headteacher**

**Line Manager:** **SLT**

**Hours:** **35 Hours per week, 8.30am – 4pm (term time only - 39 weeks)**

**This includes five Staff Development Days per year**

**Salary: KR6 + SEN Allowance**

**Main Purpose of the job:** As a Tutor you will work closely with pupils accessing the Engage Pathway. Pupils accessing this curriculum Pathway are experiencing crisis which will be precluding their ability to access the main school curriculum. You will be the immediate point of contact between the young person and the School. You will work directly with the young person, determining their strengths and weaknesses and how they learn best. You will be responsible for planning and delivering your sessions, as you get to know your pupils and what teaching methods work well for them.

You will identify topics for study with individuals accessing the Engage Pathway, using a mixture of resources to improve their understanding and engagement. You will apply innovative ways, adapted for individual needs, in order that pupils gain knowledge and skills in a supportive and encouraging learning environment.

You will also be required to support young people beyond the curriculum. Engage learners are often highly anxious and require support from a Holistic curriculum, designed to support and enhance a pupils’ readiness to learn.

As a Tutor you will build on your teaching skills, using and adapting teaching methods, aids and approaches, to bring out the best in each pupil.

**Key Duties and Responsibilities:**

* Teaching mixed ability learners with complex SEND.
* Using a variety of teaching methods and developing individual structured teaching plans, tailored to the pupil’s needs and learning styles.
* Preparing and maintaining equipment and resources and assisting pupils in their use.
* Establishing good working relationships with pupils.
* Encouraging pupils to engage in new one-to-one activities to enhance their learning.
* Setting goals so pupils can achieve learning objectives, improving their knowledge and confidence in the subject.
* Giving clear feedback to pupils about their progress.
* Using computer programmes to reinforce learning.
* Dealing promptly with any incidents and promoting good behaviour.
* Providing feedback to teachers on pupil’s progress.
* Undertaking administrative tasks.
* Supporting the child’s structured transition back onto the school site or into alternative provision
* Upholding policies and procedures relating to child protection, health, safety and

**Person Specification:**

* Personable and friendly with an ability to build a safe relationship with pupils.
* Professional and organised, staying up to date with curriculum and exam requirements.
* An excellent Core Subject knowledge and understanding of the Key Stage Curriculum.
* Strong communication skills, creating a good rapport with pupils.
* Flexibility in using appropriate creative and engaging ways to teach.
* Confidence to evaluate learning needs and actively seek new teaching methods where required.
* Ability to provide individual attention and support, providing constructive feedback to pupils in a way that improves confidence in their own ability.
* Ability to handle sensitive issues with empathy and understanding.
* Ability to work effectively as a member of the Engage Pathway staff team and within the whole school community.
* Ability to use a computer and software packages such as Microsoft Excel, Word, PowerPoint and google platforms.