

## CITY OF ROCHESTER SCHOOL – OUTREACH TUTOR JOB DESCRIPTION

Job Title	Outreach & Intervention Worker/Teacher	Team	Welfare
Job Band	M1-M4 (inclusive of SEN)	Reporting To	Assistant Head
Hours	Full time – Term time only plus 5 days	Line Manages	N/A

### Role Purpose

- To carry out the professional duties of an intervention outreach worker as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.
- Demonstrate the vision and values of City of Rochester School in everyday work and practice, upholding the school ethos of challenge and support where all pupils can reach their full potential by maximising their engagement in and access to learning.
- Actively contribute to the shared culture of excellence and capacity building that promotes inclusion and maximises learning and achievement of pupils and colleagues.
- Treat all members of the school, with dignity and respect, contributing to the positive ethos and culture.
- Ensure that your own practice is consistent with City of Rochester School and the organisation's policies and procedures and for keep abreast of any changes to these e.g. through reading updated policies or participating in CPD and staff training.
- Actively engage in personal and corporate Continuing Professional Development (CPD) – regularly reflecting on your own practice, working towards personal targets and participating positively in the arrangements made for performance management/appraisal and contributing to school development as set out in the School Development Plan.
- Actively participate in staff meetings and school life
- Ensure that your own responsibilities and accountabilities are clearly defined and understood, manage your work and communicate proactively with your manager to that end.
- Uphold City of Rochester School policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Ensure that your personal use of resources is efficient and effective and actively upholds City of Rochester School and Health and Safety and Expenditure policies.
- Assume personal responsibility for implementing the organisation's policy on Equal Opportunities and Inclusion for all staff and pupils.
- Carry out any such duties as may be reasonably required by the Headteacher.

## Key Responsibilities

- Working 1:1 with the pupil to provide a supportive academic and therapeutic provision to help address social, emotional and mental health needs and to provide subject support across the curriculum but particularly in social/life skills/citizenship.
- To manage challenging and emotional needs to reengage young people in education
- The individual may need to travel to the pupils' homes and deliver interventions/lessons as necessary
- Liaise with the Assistant Head to discuss pupil information and achievable targets identified. Design a bespoke learning/intervention programme for the pupil and agree the outcomes with the Assistant Head.
- Provide the agreed hours tutoring sessions/interventions with the pupil.
- Provide daily session report to the Assistant Head to review progress and identify next steps.
- Endeavour to give every child the opportunity to reach their potential and meet high appropriate expectations.
- Report any Safeguarding Concerns to the DSL

## Key Tasks

Teach/provide appropriate interventions to allocated pupils by planning their programmes to achieve progression of personal and social development through:

- setting tasks which challenge pupils and ensure high levels of interest;
- providing clear structures for sessions maintaining pace, motivation and challenge;
- maintaining discipline and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, ICT and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject/topics taught
- mark pupils' work, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving and set targets for progress
- undertake assessment of pupils if, as and when requested.
- Work closely with teachers and support staff to ensure interventions are planned in line with the needs of the pupils and their EHCPs
- Keep accurate records of pupil progress
- Complete half-termly reports on individual pupil progress for parents/carers
- Work with the therapy team to implement any additional therapies that the pupil may need in line with their EHCP
- Contribute to annual and interim reviews of the EHCP
- Drive a 16 seater minibus, so an appropriate driving licence is required
- Set up work experience placements and accompany pupils to these locations – the candidate must be able to physically participate in off-site activities
- Deliver Careers information, advice and guidance sessions and liaise with the school's Careers provider