

# Grow 19

## Tutor Assistant

**Hours: 9:00am to 4:00pm 35 hours per week, Term Time only, based at Kent House Ashford**

**Reports to: SLT/Tutor**

**Pay grade: KR4**

### **Job Description**

#### *Purpose of Job:*

To provide learners with support to develop and increase their independence in an age appropriate manner. All learners are over 18 and as such require support to develop autonomy over their own lives and be empowered to have their voices heard.

#### *Principal Accountabilities:*

- To be able to prioritise own work.
- Provide support within the college where appropriate with learning across all the vocational pathways.
- Provide educational support for learners at Grow 19
- Lead small groups of learners
- Allow learners to develop independence skills
- Have a 'can do' and flexible approach to work as every day is different
- Support with travel training of learners to work placements
- Support at work placements and provide constructive feedback and support

#### **Effective communication and engagement with learners, their families and carers and other professionals.**

- Ensure the safety of the learner by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate.
- Know when to refer information to line manager in line with college policies.
- Maintain accurate records where required.
- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.

#### **Safeguarding and promoting the welfare of the learner**

- Promote and sustain a suitable environment in which the learner feels safe and comfortable.
- Work within the framework of college policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

#### **Learner development - Take part in appropriate trips to support the learner with college.**

- Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to students.
- Assist in the implementation of appropriate behaviour management strategies.
- Know how to interact with learner in ways that support the development of their ability to think and learn.

#### **Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.**

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with learner and their families.

**Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.**

- Be aware of and comply with policies and procedures relating to learner protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

**Administration / other - Prepare and keep clean materials and undertake minor clerical duties.**

- Participate in the college's performance management process.
- Participate in training and other learning activities and performance development as required.

### **Health & safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- The post holder will make sure the interns wear the correct PPE (if applicable).
- The post holder will promote good safety habits and methods of working and make sure that all protective equipment is used correctly as specified by the Health and Safety at Work Act 1974.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

### **Person Specification**

<b>REQUIREMENT</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS / TRAINING</b>	<ul style="list-style-type: none"> <li>• GCSE A-C in maths and English, or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Full, clean driving licence and own transport</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Excellent experience of leading a team, setting clear expectations for delivery of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a pupil facing setting</li> </ul>
<b>KNOWLEDGE</b>		<ul style="list-style-type: none"> <li>• Understanding of Grow 19 ethos and the values of the college</li> <li>• Understanding of SEN pupil needs</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good communications skills</li> <li>• Competent using Microsoft packages and IT systems</li> <li>• Ability to manage differing priorities on a daily basis</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Organised</li> <li>• Being discrete, professional, respectful and friendly</li> <li>• Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations</li> <li>• Ability to work successfully as part of a team</li> <li>• Confidentiality</li> </ul>	

	<ul style="list-style-type: none"> <li>• To be committed to the school's policies and ethos</li> <li>• To be committed to continuing professional development</li> <li>• Professional in representing the college – internally and externally to Grow 19 staff and external agencies</li> </ul>	
<b>EFFORT/ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline</li> <li>• To assist with ensuring Safeguarding policies and protocols are correctly followed</li> </ul>	

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure & Barring Service to KCCs satisfaction. Grow 19 is committed to the fair treatment of its staff, potential staff or users of its services regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Where applicants have declared a criminal record, the relevance and circumstances of the offences will be considered in relation to the post applied for. Having a criminal record will not necessarily bar that person from working with us.

Grow 19 is committed to safeguarding young adults, a commitment we expect all staff to share and uphold.