



Secondary Class Tutor

Job Description

Reports to: Department Lead

Job Purpose

To be the champions of connection for the class group in accordance with the stated aims and objectives of Heath Farm School and of the Secondary department.

Areas of Responsibility

ORGANISATION

Tutors are expected to carry out the following duties to lead and support an identified secondary class.

- Plan and deliver wellbeing, enrichment and tutor connection lessons appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Co-ordinate communications to parents and carers and be an active voice for the student within professionals meetings such as Annual Reviews of EHCP's.
- Maintain and update student documents such as Wellbeing Support Plan and Student Learning Profiles. Contribute to student reports, using relevant data.
- Co-ordinate reactive meetings related to the students within the tutor group.
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of the available resources
- Implement Heath Farm Schools policy with regard to Trauma Informed Practice, registration, student absence, dress code, behaviour
- Enforce Heath Farm School rules relating to Health and Safety
- Provide advice and guidance to staff, students and others

In addition, Class Tutors are expected to carry out the following duties.

- In consultation with the department leads and the AHT Curriculum and in accordance with the schemes of work, plan, deliver and review Wellbeing, Tutor sessions and connection activities and lessons which are appropriate to the age and ability of the students, so as to facilitate progression in students' learning
- Facilitate the general progress and well-being of any individual student within any group of students assigned to her/him, providing guidance and advice to students on educational and social matters

- Contribute to appropriate extra-curricular provision during lunch and breaktimes.
- To provide guidance to students as a learning support assistant when not teaching a class.
- Provide classroom assistance and support for individual student needs if necessary
- Follow the reasonable requests of the Head of School.

ADMINISTRATION

- Assess, record and report on the development, progress and attainment of the students assigned to her/him, within the Heath Farm School guidelines
- Attend relevant meetings and carry out relevant administrative tasks

RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, Internet, Email, ISAMS)
- Use administration and teaching supplies resourcefully

Job Specification

Essential

- A deeply held conviction that every child can achieve and reach their potential;
- A strong belief in the Trauma Informed Practice approach;
- The belief that all children deserve a life of choice and opportunity;
- Ability to be adaptable in a fast-paced extremely environment;
- Commitment to the safeguarding and welfare of all children;
- Flexibility to manage short-notice change calmly
- Excellent classroom practitioner;
- Excellent team player;
- Ability to work successfully with pupils with challenging behaviour;
- High expectations of others;
- Resilience;
- Ability to work on own initiative;
- Willing to undertake training.
- Maths and English GCSE qualifications of C or above (or equivalent qualifications)
- Some experience of leading teaching and learning in classroom environment

Desirable

- Qualified teacher status or desire to become a qualified teacher
- Experience of working with young people from challenging backgrounds;
- Evidence of continually improving the outcomes of pupils;
- The courage and conviction to make a difference;
- The ability to listen and communicate effectively;
- Constant deep reflection which leads to personal growth and better pupil outcomes;
- Sustain energy, optimism and motivation in the face of pressure and setbacks;
- Stay calm in difficult situations and maintain clarity of vision;

- Support the team and be aware of others' levels of resilience in different situations;
- Evidence of ability to plan strategically.
- Commitment to on-going improvement and learning;