

Forward2Employment – Job Description

POST TITLE

Tutor

RESPONSIBLE TO

Principal Forward2Employment
 Subject Lead for Work Related Learning

Main Purpose

The tutor will:

- Fulfil the professional responsibilities of a tutor, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following Forward2Employment's intent, curriculum and work with the Subject Lead to develop schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of interns, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of the interns
- Set high expectations which inspire, motivate and challenge the interns
- Promote excellent progress and outcomes by the interns
- Demonstrate excellent subject and curriculum knowledge in a range of subjects and a range of levels to meet individual intern needs
- Participate in arrangements for preparing interns for internal and external tests and assessments
- To be able to set appropriate remote support to interns when unable to attend Forward2Employment

Forward2employment organisation strategy and development

- Contribute to the development, implementation and evaluation of Forward2Employment's policies, practices and procedures, so as to support the organisations values and vision
- Make a positive contribution to the wider life and ethos of Forward2Employment
- Work with others on curriculum and intern development to secure co-ordinated outcomes
- Participate in research initiatives designed to improve the provision

Health, safety and discipline

- Promote the safety and wellbeing of interns
- Maintain good order and discipline among interns, managing behaviour effectively to ensure a good and safely learning environment

Professional development

- Take part in the Forward2Employment's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Take part in training and development to ensure an up-to-date knowledge of SEN

Communication

- Communicate effectively with interns, parents and carers, and colleagues

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond Forward2Employment
- Develop effective professional relationships with colleagues
- To regularly liaise with Job Coaches to share, plan and prepare for lessons?

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside Forward2employment
- Have proper and professional regard for the ethos, policies and practices of Forward2Employment, maintain high standards of attendance and punctuality
- Understand and act within the statutory framework setting out their professional duties and responsibilities

Other areas of responsibility

- Have a good knowledge of the EHCP (Education, Health and Care Plan) for interns in their care and implement strategies to fulfil the requirements

The tutor will be required to safeguard and promote the welfare of children and young people, and follow Forward2Employment policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the tutor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal or line manager.

Person specification

Key Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Qualified teacher status or Qualified Teacher Learning and Skills • A degree or equivalent qualification • evidence of appropriate subsequent substantial Inset and /or Continuing Professional Development 	<ul style="list-style-type: none"> • SEND experience • Successful teaching experience in PGCE Programme or at least one academy/school on completion of QTS/QTLS
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • The ability to assess and evaluate student attainment and plan teaching and learning accordingly. • Thorough knowledge and understanding of the KS5/post 16 qualification specifications. • Successful experience of managing an effective classroom environment to support student learning and positive behaviour. • Evidence of successful teaching experience in English and Maths • Awareness and understanding of the role of parents/carers in education. • Experience of developing academic curriculums. • Ability to direct staff to enhance learning within the classroom. • Proven ability to use ICT in the organisation and management of their role. 	<ul style="list-style-type: none"> • Knowledge of relevant subject based qualification specifications. • Understanding of the potential of your subject specialism to enhance the curriculum and its vital role in preparing students for life. • Awareness of supporting SEND through curriculum planning. • Successful experience of delivering a differentiated curriculum to students with a wide range of needs • Experienced in personalised curriculum development. • Evidence of actively contributing to whole trust evaluation. • Awareness and understanding of the implication of equal opportunities, multicultural education and inclusion. • Experience of running/overseeing field trips and off site activities to enhance the learning experience. • Experience of delivering online and remote learning.
Work-related Personal Requirements	<ul style="list-style-type: none"> • Passionate about learning • Enthusiasm • Resourcefulness • Reliability, integrity and the appreciation of the need for confidentiality • Commitment and drive • Resilience and flexibility • Ability to be solution focused • Self-motivation and initiative • Ability to inspire, motivate and support students, staff, parents/carers and colleagues • Ability to work as part of a team • Ability to manage time effectively and prioritise accordingly 	
Other Requirements		Minibus driving experience with appropriate qualification / appropriate driving licence.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: May 2025

Next review date:

Principal's signature: _____

Date: _____

Postholder's signature: _____

Date: _____