

Tutor, Work Experience and Community Support



Job Description

Post:	Tutor / Work Experience and Community Support
Location:	Woodpecker Court, Wigmore Lane, Eythorne, Kent, CT15 4BF
Responsible To:	Curriculum Lead
Job Purpose	<p>The tutor will:</p> <ul style="list-style-type: none">• 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• Support in sourcing external work experience opportunities and speakers <p>The work experience and community support will:</p> <ul style="list-style-type: none">• build community and employer partnerships that enhance student opportunities, secure funding, and support the growth and outreach of Woodpecker Court and its CIC initiatives.

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work, Assess, monitor, record and report on the learning needs, progress and achievements of assigned students, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of students
- Set high expectations which inspire, motivate and challenge students
- Promote good progress and outcomes by students
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing students for external tests
- Promote Woodpecker Court values / ethos in all lessons

Work experience and community support

- To develop a community network of partners to support with financing, resourcing and developing opportunities for Woodpecker Court and our students.
- As part of this, to develop a network of local employers prepared to offer work experience for Woodpecker Court students.
- To liaise with the Head of Learning in placing students on work experience placements.
- To develop the community network to support the expansion of the scope of Woodpecker Wood CIC.
- To write funding applications aimed at expanding the work of the CIC, including developing paid staffing capacity within the CIC.
- To develop, in partnership with other agencies, community access and activities using local facilities, the community café, woodland and farm, that enhance the offer for Woodpecker Court students.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and student development to secure co-ordinated outcomes

- Provide cover, in the unforeseen circumstance that another tutor is unable to teach
- Contribute to the Woodpecker Court community as required
- Attend meetings, including staff meetings, parents evenings, marketing events, courses and discussions both internal and external to the provision as directed, reporting back as appropriate.

Health, safety and discipline

- Promote the safety and wellbeing of students
- Maintain good order and discipline among students consistently, managing behaviour effectively to ensure a good and safe learning environment
- Model good levels of consistent personal discipline

Professional development

- Take part in the school'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

Communication

- Communicate effectively with students, parents and carers and local community

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

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

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other tutors
- Contribute to the recruitment and professional development of other tutors and support staff
- Deploy resources delegated to them showing appreciation for their value

Person specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> • Qualified tutor status (Desirable) • Degree • Successful teaching experience

Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of the National Curriculum • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet students' needs • Ability to build effective working relationships with students • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills, particularly using ICT to support learning • SEN knowledge and activity to deliver to SEN students
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all students and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality

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