

# Grow 19/Branch 16

## Tutor

**Hours: Either full time or part time – discussion during interview**

**Reports to: SLT**

**Pay grade: MPS 1-6/UPS 1-3 + SEN allowance (September start)**

### **Job Description**

#### *Purpose of Job:*

To fulfil the professional responsibilities of a Teacher, as set out in the College's Teachers' Pay and Conditions of Employment and to meet the expectations set out in the Teachers' Standards.

#### ***Teacher Principal Accountabilities:***

- You are required to carry out duties of a teacher as set out in the current Education (School Teacher's Pay and Conditions of Employment) Order including meeting all Teacher Standards
- All duties to be carried out in accordance with the principles of equal opportunities
- All staff are required to share responsibility for Health and Safety
- All staff will work in accordance with agreed college policies
- You will work under the direction of the Deputy Head of College and Principal
- You will be accountable to the Deputy Head of College, Principal and Board of Directors
- As a teacher you are required to adhere to the Learning and Teaching Policy and work in accordance with the agreed policies and school procedures undertaking your share in the duties of the college
- You are required to be a good role model for the learners promoting the vision statement and the ethos of the college
- You will provide a welcoming and exciting learning environment
- You will be required to work closely with SLT, tutors and your team, sharing good practice
- You will be required to lead a team and be responsible for TCP for staff allocated to you
- You will set targets for the learners in order to promote high expectations and good progress in both learning and behaviour, including IEP targets
- You are responsible for monitoring the learner's progress and for reporting to staff, parents (where appropriate) including contributing relevant material to Annual Reviews
- You will be responsible for managing behaviour that challenges in your class and delegating responsibility to staff
- You will take responsibility for continuing your own professional development
- You will be responsible in the first instance to your Line Manager
- Responsible for the line management of a class team

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

- Promote and sustain a suitable environment in which the learners feel 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 learners 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 learners.
- Assist in the implementation of appropriate behaviour management strategies.
- Know how to interact with learners 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 learners.

**Sharing information - Provide feedback, plan and and evaluate the learning process in respect of groups and individual learners.**

- Be aware of and comply with policies and procedures relating to adult 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 Head of College.

**Administration / other –**

- 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.

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.

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS /TRAINING</b>	<ul style="list-style-type: none"> <li>• Qualified to Degree Level</li> <li>• Commitment to continue professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>
<b>EXPERIENCE</b>		<ul style="list-style-type: none"> <li>• Total communication approach</li> <li>• PROACT training</li> <li>• Experience of working in an educational/FE setting</li> <li>• Professional and/or personal experience of working with young adults with SEN</li> <li>• Teaching or working within the Hair and Beauty industry</li> <li>• Teaching or working within health and social care in either nursery or care home setting</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• A track record of excellent classroom practice/teaching practice</li> <li>• Understanding of the role of a class teacher</li> <li>• Knowledge of effective teaching and learning strategies, and confident in the ability to adapt teaching to meet pupil's needs.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of Special Needs</li> <li>• Knowledge of leading a class team</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good communications skills</li> <li>• Allows independence</li> <li>• Ability to work independently but also as a team player</li> <li>• Establish professional working relationships with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Basic medical needs training e.g. Epilepsy, Allergies, Asthma (full training will be given)</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> <li>• To be committed to the college's policies and ethos</li> <li>• To be committed to continuing professional development</li> </ul>	
<b>EFFORT/ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with learners</li> <li>• To assist with ensuring Safeguarding policies and protocols are correctly followed</li> </ul>	

**Acknowledgement of Receipt of Job Description**

- I have received a copy of the job description for Tutor and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_