

# City and Coastal College



*Providing Opportunities*

Working in Partnership with Canterbury Inclusion Service

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## Job Description

<b>Job Role:</b>	College Tutor
<b>Contract Hours:</b>	37 hours per week, Term time only plus five additional days
<b>Salary:</b>	WWF Band D £27,904 - £29,020 actual pro-rotta amount of <b>£24,214.68 - £25,183.12 per annum</b>  The post is also entitled to an Additional Responsibility Allowance (ARA) of £2,191 FTE, actual pro-rotta amount of <b>£1,902.32 per annum</b>
<b>Total Salary:</b>	<b>£26,117.00 – £27,085.44 pro rata</b>
<b>Holiday Entitlement:</b>	28 days plus bank holidays
<b>Responsible to:</b>	The Head of City and Coastal College (through appropriate lines of communication through the City and Coastal College leadership team).

### Job Purpose:

It is intended that the post holder will work mainly in The City and Coastal College, although they could be deployed in any part of the Academy.

- Be responsible for the delivery and organisation of lessons and sessions to small groups of students, predominantly lessons of Cooking and Art.
- To keep records of the outcomes, progress and impact of lessons and sessions.
- Maintain regular communication with parents on the progress of their children.
- Report back through agreed mechanisms on the progress and outcomes to the Head of City and Coastal College, Heads of Learning, Support Managers, AVP Ethos and Heads of School.
- provide support in lessons where required.
- Act as a mentor/keyworker for identified students.
- create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- Support in ensuring centre policies are followed and contribute to the positive ethos of the centre.

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## **Specific Duties:**

- To be available to work 37 hours per week flexibly.
- Deliver, coordinate and organise lessons and sessions for students who have been referred to City and Coastal College for a period of time out of mainstream education.
- Ensure that all students in the provision have targets set and are reviewed at agreed times in the year.
- Establish, develop and maintain links and relationships with external agencies that can provide support, guidance and intervention for students.
- Support the delivery of programmes of support for all pupils.
- Using the college's existing systems, track the attainment achievement and progress of specific pupils or vulnerable groups and provide necessary and relevant information as requested.
- To liaise with pupils, parents and other professionals regarding provisions for learner needs and/or concerns about progress or behaviour.
- To implement Trust policy on procedures and sanctions.
- To ensure that all students' records are kept up to date and that relevant information is disseminated to appropriate staff.
- To request evidence of the support which learners are receiving and keep the provision map, pupil profiles and learning files up to date.
- To ensure the monitoring of the systems and alert the college leadership team if there is a concern of any nature about any aspect of the process.
- To ensure that the appropriate documentation is provided for meetings and is distributed to other professionals promptly.
- To provide the necessary support at meetings with parents, exclusion meetings, Governors Disciplinary Meetings and Return from Exclusion Meetings (e.g. compiling reports, letters home, record of meetings) and to attend where appropriate.
- Assist in the delivery of educational/extended activities.
- Supervise the activities of individual or groups of children to ensure their safety and facilitate their development.
- Undertake those activities necessary to meet the physical, emotional and educational needs of children, including those with special needs.
- To take a proactive role in ensuring that City and Coastal College exceeds its targets for attendance, progress, engagement and reintegration.
- To be the first point of contact for parents/carers or guardians in cases of absence and to make contact with parents/carers or guardians in the event of absence or other concerns regarding presence in school.
- To identify cohorts of students who are not attending and to make recommendations for action.

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As appropriate:

- To further support children and their families to engage with, and succeed in, school and education.
- Other duties in support of the school as reasonably decided by the Chief Executive Officer.

## **General Responsibilities:**

- To work collaboratively and cooperatively with other members of the wider workforce and the teaching staff.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To work positively and enthusiastically with all stakeholders and in accord with the values, spirit and practice encapsulated in The Campus Charter and other standards as exemplified in the professional learning area of the intranet.
- To be an ambassador for The Canterbury Academy.
- Invigilate examinations as required.
- Carry out student supervision duties immediately before school, at break and lunchtime and immediately after school as part of contracted hours.
- Work may also include helping with displays, generic administrative tasks, collecting money for trips and preparing differentiated teaching materials under the direction of appropriate line manager.
- Undertake other duties as directed by the Executive Principal.

## **Professional Development Review:**

- Participate in the PDR process.

## **Continual Professional Development:**

- The post holder will benefit from the campus' commitment to CPD.
- The post holder will be expected to engage in professional development as agreed with the appropriate line manager.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal process.



## Person Specification

The ideal candidate will be:

- Literate and written proficiency to maintain records
- Able to work in an organised and methodical manner, with efficiency
- Able to use own initiative
- Able to work effectively and supportively as part of a team
- Presentable and smart appearance
- Show willingness to be flexible with regard to working hours
- Reliable, honest and enthusiastic

### **Health & safety responsibilities**

Ensure correct Health & Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to maintain a safe working environment.

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon every one engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

### **Safeguarding**

All appointments are subject to you obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Executive Principal and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.