

**Job description: HLTA/Tutor**

Responsible to Head of Centre

Generic responsibilities:

* Carrying out the professional duties of a tutor as circumstances may require and in accordance with school policies, under the direction of the Head of Centre.
* Promoting the achievement of high standards through effecting mentoring, teaching and learning within subject areas, preparation and evaluation
* Modelling the vision and values of the school.
* Being part of the team of the GFC School.
* Receiving and acting on feedback to build on the strengths and improve personal performance within the school systems.
* Recognising, promoting and celebrating diversity.

Main duties and responsibilities:

* Planning, preparing and leading in a variety of subjects
* Preparing relevant and appropriate learning experiences in conjunction with other staff.
* Assisting in the development of appropriate lesson plans, resources, schemes of work and teaching strategies.
* Contributing to Curriculum Area development.
* Delivering intervention programmes to individuals, assisting in the development of suitable intervention material and records.
* Providing outreach tuition on a 1:1 basis in Medway/Kent
* Liaising regularly with teachers to inform them of progress and provide relevant feedback.
* Attending meetings as required.
* Working with other professionals.
* Complying with the school’s Child Safeguarding Procedures including regular liaison with the Designated Safeguarding Lead over any safeguarding issues or concerns;
* Complying with the schools policies and procedures at all times.
* Undertaking other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
* Taking part in staff development programme and continuing professional development as required.
* Willing and able to drive MPV for offsite activities

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications | Educated to A Level standardWillingness and ability to obtain and/or enhance qualifications and training for development in the post | Qualified Teacher Status (QTS) |
| Experience | Working in a school environment.Experience and knowledge of issues affecting students and young people and how to offer supportive assistance | Working with students who have a variety of special educational needs. |
| Skills and Knowledge | Excellent communication and listening skills Ability to be flexible and respond to changes within the schoolAbility to respect and maintain confidentiality Working knowledge of standard computer packages - word processing, email and spreadsheets Good time management and organisational skills Ability to work with students and have a real interest in the issues faced by themProven skills in mentoring, advising, supporting or guidance work, in a formal settingA positive attitude and the ability to act as a role modelThe ability to provide guidance and constructive feedback. | Knowledge and understanding of special educational needs. |

The GFC School is committed to safeguarding children and promoting the welfare of children and young people and expects all trustees, staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Record Disclosure from the Disclosure and Barring Service along with other relevant employment checks, including overseas criminal background checks, where applicable. All new trustees, employees and volunteers will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.