Job Description – Tutor (with personal tutor responsibilities)

Title Personal Social Development Tutor (with personal tutor responsibilities)

Reports to Curriculum Manager

Based at Communication Specialist College - Doncaster

Hours of work 37hrs per week

**Job Purpose:**

Tutors have responsibility to develop an aspect of the SEND curriculum and teach this on the college timetable. They provide high quality teaching, learning and assessment (both accredited and non-accredited) to groups of SEND students. They set, monitor, and record students’ progress and achievement, they ensure student’s SEND needs are met.

Tutors follow the college professional standards and work to the requirements of Ofsted.

Tutors are professionally qualified, they take a special responsibility for a number/ tutor group of SEND High Needs students, they oversee the aspects of the SEND students’ progress at college from coordinating their individual study programme to dealing with their personal issues on a day-to-day basis. The tutor works closely with the support staff, specialists/ therapists, Cross College staff and have in-depth knowledge and understanding of the students’ SEND needs and EHCP outcomes. Personal tutors will develop a strong working relationship with carers and parents to ensure consistency and support. The tutor is responsible for allocation and completion of regular tutorials. The role of the tutor is pivotal to the success of the students and progression at college.

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**Key Duties and Responsibilities**

Personal tutors are responsible to the Curriculum Managers for carrying out the following duties effectively and efficiently:

* To provide high quality teaching for students, learning activities, effective tutorials, work skills, pastoral and welfare support along with targeted activities to support all students at risk of withdrawal or failure to complete their identified curriculum and Education Health Care Plan outcomes.
* To plan teaching and learning that fits within the outcomes of the students EHCP / individual learning goals and targets, individual aspirations, and transition to adulthood
* To plan for, brief and effectively deploy the support workers in learning sessions
* Create a learning environment that enables SEND students to access and focus on learning to meet their individual goals and targets
* Identify, design, and develop materials and resources to support SEND students in their learning and progress
* Work within the baseline assessment to identify the students’ starting points
* Integrate / deliver English and Maths (communication/ calculation) as required and or liaise with the English and Maths Team
* Use technology effectively as part of everyday planned teaching and learning ensuring specialist / access technology is always in place for specific students
* Plan effectively to challenge students, integrate new knowledge and skills and sequence the learning so SEND students and develop their independence skills
* To record and monitor the students’ progress, outcomes, and achievement
* Conduct effective SEND 1 to 1 tutorials providing clear and assessable feedback, guidance, support, and encouragement to ensure students are on target and /or remedial action is taken
* Prepare students for their annual EHCP Review, advocating and supporting their student voice in the process
* Attend the students’ Annual EHCP Review, provide the required reports and information
* Liaise with parents and carers regularly
* Liaise with the therapy team, specialists, behaviour team and cross college colleagues to ensure the students receive the services and individual support they need
* Conduct effective SEND group tutorials delivering the College Tutorial Curriculum ensuring Prevent, British Values, Personal Relationship Education and all essential PSHE is provided
* Maintain the Student Personal File ensuring the students’ essential documents are collated
* Contribute to the development of the College Curriculum Development and Plan and develop expert knowledge in your subject area
* Take an active part in the Curriculum Strategy Groups
* To establish precise learning objectives, content and clear learning outcomes for all teaching undertaken
* To work within the College Learner Journey and Quality Assurance Policy, completing all administrative activities in a timely manner
* To maintain efficient record keeping and tracking systems using the systems provided and stipulated by the college
* To provide regular and purposeful reports
* To work to the college process for moderation / IV and RARPA
* To complete all documents necessary to comply with HR policies and ensure that all staffing records are accurate and up to date
* To demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
* To be familiar with SEND Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children and vulnerable adults
* To promote the highest standards of Health and Safety practice in relation to all aspects of the duties of the role and complete Risk Assessments for all activities.
* Attending meetings, briefings and CPD events as required and taking in the necessary professional up dating required in a SEND role
* To undertake such additional duties or projects as determined from time to time, after consultation with the post holder

**Quality and Standards**

* Raise standards and foster an ethos of excellence and endeavour to give every student the opportunity to meet their potential.
* Establish productive working relationships with students, act as a role model and provide information and guidance about their own learning, behaviour, and consequences of their own actions to promote self-esteem.
* Ensure adherence to the Quality Framework and provide comprehensive feedback into the annual Self-Assessment Report and Quality Improvement Plan.
* Regularly update managers on the effectiveness of the learning within sessions.
* Improve standards of learning support by networking and sharing good practice with others.
* Support all aspects of the learner journey and contribute as requested to internal and external audit processes.
* To keep all aspects of learning support under constant review and contribute to quality assurance processes.
* To critically review performance within learning environments in conjunction with other staff and develop and implement a plan for the delivery of excellence across the college curriculum.
* To be aware of and monitor student targets and progression and keep managers informed of concerns.

**General**

* To strictly observe and follow staff code of conduct.
* To promote the highest standards of Health and Safety practice in relation to all aspects of the duties of the role and complete Risk Assessments for all activities.
* Support the college’s implementation of all current statutory requirements, e.g. Equalities Act, Equal Opportunities, Child Protection and Data Protection (GDPR).
* To fulfil personal requirements, where appropriate, with regard to Trust and college policies and procedures, health, safety and welfare, emergency, evacuation and security.
* The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
* To work positively and inclusively with colleagues and stakeholders so that the Trust provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender, or disabilities.
* To attend training as required by the Trust to ensure that the best possible service is provided to our students and to each other.
* To observe at all times the Trust’s policies, in particular those relating to Health and Safety at Work and Data Protection.
* Attending meetings, briefings and CPD events as required and taking in the necessary up dating required in the role.
* To complete all documents necessary to comply with HR policies and ensure that records are accurate and up to date.
* To be familiar with Prevent, British Values and the FE Ofsted Handbook.
* To undertake such additional duties or projects as determined from time to time by the line manager, after consultation with the post holder.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Certificate in education, PGCE or equivalent | * Relevant, recent training and development * GCSE (or equiv) Maths and English * Level 2 BSL (willingness to work towards) * Trainer qualification (willingness to work towards) * Degree/HND/Foundation degree/Nationally recognised professional qualification relevant to skills sought in advertisement * Assessors award (willingness to work toward) |
| **Experience** | * Experience of working with adults with hearing impairments, learning difficulties and/or disabilities * Able to work as part of a team and communicate clearly * Experience of teaching small groups of students or other relevant groups, including direction of support staff * Setting and achieving SMART targets * Ability to provide information in report format | * Experience working with people with behavioural needs * Experience of teaching adults with hearing impairments, learning difficulties and/or disabilities * Training or mentoring |
| **Knowledge** | * Commitment to safeguarding, equality and diversity and health and safety at the college * Understanding of the importance of maintaining confidentiality * Knowledge of CPOMS * IT literate with a working knowledge of MS office, in particular: Word, Excel and Outlook | * Behaviour management strategies * Reporting and writing * Knowledge of Databridge * Experience/Knowledge or understanding of specialist methods of communication * Knowledge of RARPA * Knowledge of an MIS |
| **Personal Attributes** | * Flexibility is essential to meet the needs of our learners * Positive, proactive approach to all aspects of the job * Innovative and creative in meeting the needs of learners * To be an inspiring teacher * Willingness and ability to challenge unsatisfactory performance of learners * Driving license | * Understanding of own abilities, limitations and when to seek support * Keen to embrace and deliver change * Leadership skills |