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|  | **Children and Adult Services** |

JOB DESCRIPTION

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| Post details:  |

**Job Title: Education Support Tutor**

**Grade: Scale S01 Point 21 - 25**

**(term time only) 32.5 hours pw**

**Department: Woodbridge Park Education Service**

**Division/Section: Children and Adult Services**

**Line Manager: Head of Gateway**

### Purpose of Role

* To assist with the delivery of an effective interim tuition/mentoring programme for excluded secondary pupils, thereby preparing them for transition back into mainstream education
* To contribute towards a positive learning culture that promotes success and personal well being for all students and staff

##### Supervisory responsibility

None.

### Key Accountabilities

**Corporate**

1. To work under the direction of the Head of Gateway and within the terms of all WPES / LBH policies
2. To work as part of the wider Vulnerable Groups team within School Effectiveness to break down departmental barriers and ensure the delivery of key education services for vulnerable pupils
3. Liaise with all associated teams within the Local Authority to share information and good practice to establish a mutually supportive network
4. To ensure that the Service operates in accordance with all relevant local and national policies and regulations relating to the positive engagement and wellbeing of young people
5. To understand and implement all of WPES / the Council’s policies
6. To attend all service meetings, supervision, performance reviews and training events as requested
7. To undertake at any time any duties commensurate with the level of the post, which can reasonably be required by the Head of the Gateway in order to effectively deliver the service and ensure the safeguarding of all referred pupils
8. To be jointly responsible along with all staff working at the Gateway for the safekeeping of all council owned education equipment used and stored at the Gateway

**Functional**

1. Assist with the implementation of an effective education and mentoring support transition programme for excluded pupils attending the centre and / or on the commissioned roll including providing basic tuition, devising learning plans, target setting, action planning and supported learning

2. Ensure that pupils are encouraged to take ownership of their actions and to fulfil their potential through appropriate challenge and support

3. Assist with home visits as and when necessary to meet excluded pupils and parent/carer, in accordance with Borough guidelines on home visits

4. Establish effective communication channels that allow all involved agencies to be aware of the academic, social and emotional support available for pupils

5. To contribute to the development and maintenance of effective links with colleagues within Targeted and Integrated Support Services, Early Intervention Teams, Connexions, YOS, training agencies and other relevant internal and external organisations and community based groups, with a view to facilitating effective engagement with a beneficial range of partnerships

6. To deliver and support an Attendance Outreach Programme focused around pupil’s with poor school attendance

7. Attend and / or organise Multi-agency meetings on behalf of the Head of Gateway, contribute to appropriate decisions and report back as required.

### Key Performance Indicators

1. Work collaboratively with the Head of Gateway and other senior staff to develop an effective transition, monitoring and evaluation strategy to enable schools to assess whether the programme is meeting their needs.
2. Produce regular written and oral reports and other styles of evaluative evidence to a high level for the Head of Gateway.
3. Put in measures to ensure that all pupils in Gateway and / or on the commissioned roll are attending provision, are on track to achieve and have a post-16 pathway mapped out.

### Key Relationships (Internal and External)

1. Work collaboratively with staff at Woodbridge Park to ensure seamless and uniform transfer of pupils from schools to the service
2. Liaise with Secondary Schools /Academies in the Borough of Hounslow
3. Liaise with the Borough Exclusions team and other team members within the commissioned Education and vulnerable Groups teams
4. Liaise with Social Care, Connexions, Youth Offending Team, Police, West Thames College and Early Help Hounslow
5. Liaise with colleagues from the surrounding boroughs involved in the Implementation of similar pupil provision, to open and maintain effective channels of communication across the West London Network
6. Promote a positive image of the school in all contact with students, employers and professional bodies
7. Carry out any other reasonably comparable duties that may be required from time to time
8. To take part in the Service’s Appraisal System, in order to identify strengths and undertake relevant professional development to meet individual and service needs
9. To comply with the Service’s financial regulations

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##### Council Standards

***Equal Opportunities***

The Council has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

***Health and Safety***

The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

***Confidentiality***

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

***Safeguarding***

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**Signatures – Post Holder and Line Manager**

Signed…………………………………………… Dated:………………………

 *Post Holder*

Signed*……………………………………………* Dated:…………………………

Line Manager

The duties of this post will change and develop over time. It is the post holder’s responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.

Although the Job Description links the post holder to be based at a particular centre, the headteacher can, with prior notification and consultation, re-locate the post holder to a different centre, to fit the needs of the service at any particular time.

MAY 2019