**Job Description**

**Job:** Tutor

**Purpose:** To provide and deliver high quality individual programmes of education to students with a range of needs, which maximise independence, employment opportunities and Personal Development

**Reporting to** Head of Education

**Main duties**

Deliver high quality teaching and learning opportunities to the required professional standards to young people with a range of needs

Establish, maintain and deliver stimulating learning programmes that meet the requirements of learners and stretch and challenge at appropriate levels

Deploy Learning Support effectively to meet the needs of the students and maximise learning

Establish and maintain a stimulating learning environment that engages learners through practical, experiential and therapeutic education

Produce and provide high quality resources for learners to enable more effective learning

Maintain professional teaching records and documentation in accordance with WMC quality assurance processes, policies, legislation and course requirements.

Work effectively with young people that display challenging behaviour, ensuring their safety at all times and the safety of yourself and others

Contribute to and support the development of the learner support strategies and behaviour management plans.

Use and apply Information Technology to enhance the learning experience for learners where appropriate

Set, assess, record and give feedback on student work clearly evidencing student progress and achievement

Formally report on individual student progress

Comply with Awarding Body assessment and internal verification procedures

Produce complete and current teaching files; ensuring evidence of planning and assessment are consistent with and meet with the College’s quality processes and requirements

Embed Functional Skills (English, maths and ICT) and RARPA principles

Contribute to the curriculum development to meet the specific needs of the learners

In conjunction with the Head of Education*,* review and develop College curriculum and contribute to the SAR (Self-Assessment Report)

Attend and contribute effectively to team meetings and to communicate and disseminate professional information, as required

Maintain and promote a healthy and safe environment to ensure learners, visitors and staff are safe from harm

Support the Admissions process by conducting assessments for prospective learners, as required

Undertake training and work within specific training and advice given on supporting people with complex communication and behaviour

Attend student annual reviews, as required

Assist to create a caring, stimulating, and safe environment for client groups, staff and visitors.

Safeguard and promote the reputation of the Trust.

Take all reasonable steps to safeguard your health and safety and that of the Trust’s client groups, staff and visitors.

This job description is not exhaustive and additional duties may be required. The job description is not part of the employment contract and may be varied by the Trust to meet its requirements.