

LONDON PARK SCHOOL CLAPHAM

Job Description: Learning Enrichment Tutor

Reports to: SENDCo
Start date: 1 September 2024
Salary: £25,000

The Role

As a Learning Enrichment Tutor, you will work closely with the SENDCo to provide excellent provision for targeted pupils. You will support pupils with a range of Special Educational Needs and Disabilities (SEND), along with pupils with English as an Additional Language (EAL). You will also play a key role within the school to promote pupil wellbeing and support whole school differentiation.

Most support will be provided in mainstream classrooms or small group environment. You will be a champion for the pupils you work with and help them to achieve to their full potential.

Key Responsibilities

- To have a thorough understanding of all Special Educational Needs and how to best meet the learning needs of all targeted pupils
- Liaising with curriculum teachers to ensure effective information sharing
- Maintaining contact with parents and carers to foster a positive relationship with the school;
- Reporting to the SENDCo on pupils' progress
- Running extra-curricular clubs and classes which contribute to pupils' aspiration and achievement;

Teaching and Learning Responsibilities

- Support subject teachers with differentiation strategies
- To track the progress of targeted pupils including attainment, behaviour and attendance
- To provide feedback and keep accurate records relating to pupil achievement and progress.
- Deliver learning interventions as required e.g. literacy
- Carry out 1:1 or small group activities such as social skills groups. For candidates wanting experience relevant to roles such as Counsellor or Psychotherapist, this could include offering low-level mental health support;
- Support the SENDCo with identification of learning needs. For candidates wanting experience relevant to roles such as Educational Psychology, this could include an introduction to screening tools;
- Nurture every pupil's intellectual curiosity, asking pertinent questions to deepen pupils' understanding
- Systematically check pupils' understanding and act to correct any misconceptions
- Support with screening tools and assessments

- Organise and manage appropriate learning environments and resources
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Support the delivery of exams and provide access arrangements provision e.g. scribing

Wider Responsibilities

- Develop and implement learning profiles and personalised targets
- To take part in annual reviews and other meetings, as directed by the SENDCo
- Where appropriate, support the SENDCo with staff training opportunities
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils to manage their behaviour consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement and self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.

Other

- Carry out other reasonable tasks as directed by the SENDCo

Person Specification

The successful candidate will support the SENDCo in shaping the Learning Enrichment department by effectively supporting targeted pupils. The role will be adaptive to the needs of the pupils, but is likely to involve in-class support, running social skills groups, liaising with curriculum teachers, acting as a key worker for individuals and supporting extra-curricular activities and inspirational trips. This is an exciting post which will appeal to people with variety of backgrounds and specialisms. We feel this post would be particularly well suited to graduates who are interested in pursuing a career in education and/or SEND and want to gain experience and expertise. We welcome applications from all interested parties. The successful candidate will grow with our school: we will develop you, providing one-to-one support, coaching and access to extensive network training.

Attributes tested by Application, Interview, Task and References	Essential (E)/ Desirable (D)
Qualifications & Experience	
<u>Qualifications</u>	
Excellent numeracy/literacy skills	E
Training in relevant learning strategies e.g. literacy	D
Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language.	D
<u>Experience /Knowledge & Understanding</u>	
Experience of working with children of relevant age in a learning environment	D
Can use ICT effectively to support learning	D
Proven ability to communicate effectively both verbally and in writing	E
Full working knowledge of relevant policies/codes of practice/legislation	D
Working knowledge and experience of implementing national curriculum and other relevant learning programmes/strategies	D
Good understanding of child development and learning processes	E
Understanding of statutory frameworks relating to teaching	D
Good organisational skills including the ability to set and manage priorities	E
Ability to support colleagues	E
Constantly improve own practice/knowledge through self-evaluation and learning from others	D
Ability to relate well to children and adults	E
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E
Demonstrate a commitment to the protection and safeguarding of children and young people	E
<u>Equal Opportunities</u>	
Commitment to the implementation of the Trust's equal opportunities policy	E
<u>Continuing Professional Development</u>	
Willingness to undertake additional training/ staff development as appropriate	D
Ability to reflect on your own professional practice	D