

JOB DESCRIPTION

Job Title: STP Support Tutor

Grade 3: SCP 20 - 28

Purpose of Job Role:

The job involves actively supporting/facilitating work set by the home schools or delivering learning programmes from the school's established curriculum. This will be both via face-to-face and online sessions for Primary and Secondary young people who are unable to attend mainstream school due to their medical conditions. The role includes:

Providing one to one tutoring in the home across a range of subjects **including Personal, Social and Health Education (Personal Development), Maths and English** with support from home schools and James Brindley School teachers.

- Providing remote, (online), tutoring to individual young people and/or small groups.
- Providing key worker pastoral support and guidance for young people and their families about for future transitions and/or pathways; keeping safe, e-safety; personal, social and health education.
- Accompanying children and Young People on visits and activities outside the home, e.g. well-being programmes.
- Monitoring, assessing and reporting on progress.

Duties and Responsibilities:

- To deliver a personalised blended learning programme of online and face-to-face support as agreed with the Centre Leader.
- To act as a role model and set high expectations of conduct to ensure good behaviour following James Brindley Academy's Positive Behaviour Policy.
- To keep appropriate records, following processes adopted by the team.
- To support the use of ICT and other equipment and materials to enable young people across the curriculum.
- To register young people according to Trust procedures.
- Maintaining contact with young people's home schools.
- To ensure the sessions meet the highest standards of practice and organisation as well as being engaging and effective.
- To be aware of the medical barriers to learning and how to overcome these, ensuring all young people make progress.
- Regular monitoring and reporting of individual progress; reviewing as appropriate.
- To monitor, assess and report progress with regard to individual young people, ensuring personalised and effective timely intervention.
- Plan and deliver lessons provided from Schemes of Work.
- Adapt tutoring to meet individual learning needs.
- Provide tutoring for Personal Development.
- To participate in the development and maintenance of effective communication within the Trust; and with parents, schools and relevant agencies.
- Meeting regularly with the school's supervisor/mentor.
- Attending centre briefings and meetings.

Any other duties as commensurate within the grade in order to ensure smooth running of the school.

Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all Trust systems and procedures.
4. Abide by and adhere to all Trust policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Trust.
9. May be required to work at other James Brindley centres as the needs of the Trust dictate.
10. Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
11. To promote value systems as defined within Keeping Children Safe in Education and to support inclusive practice.
12. To perform other such duties as the line manager, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Team/s: Hospitals and remote working
Responsible to: Centre Leader, Vice Principal and Principal
Responsible for: n/a

Job description issued after consultation

Signature of the Principal.....

Date

Copy received by

Signature of the Post holder.....

Date