

JOB DESCRIPTION

Department	National Online School
Reporting To	Headteacher or Deputy Headteacher
Job Title	Bank Online Tutor
Salary (per hour)	<p>Unqualified: £23.50 - £25.50 per hour</p> <p>Qualified: £28.50 - £30.50 per hour</p>
Location	Remote Working within the United Kingdom
Purpose	<p>TCES have a strong set of community values. Across TCES we strive to ensure that our schools are inclusive, thriving, socially and emotionally healthy communities, based around a strong set of community values, where pupils can feel safe and secure. At the core of this is our belief that the key to increasing self-esteem and success lies within our pupils themselves.</p> <p>Our Community values are:</p> <ul style="list-style-type: none"> • Very high expectations • Hard work • Mutual respect and acceptance for all • Authentic 'real' inclusion • Genuine, pupil, parent and staff voice and participation • A 'we never give up' philosophy' for our pupils and staff <p>Our expectation is that you will share our commitment to our community values and play a key role in actively ensuring they are embedded in everything we do within TCES.</p> <p>Main Purpose</p> <ul style="list-style-type: none"> • To undertake and deliver a variety of high quality structured educational activities to high risk and complex pupils on a one-to-one basis, in order to re-engage the pupil in learning with a view to their eventual re-integration to a small group learning setting. • To teach pupils according to their needs outlined in Education, Health and Care Plans (EHCPs) and Service Proposals and as indicated by the Headteacher. • To promote the interests and ensure the safety and well-being of pupils in accordance with good practice and the policies and procedures of the company. • To consistently represent the company positively by reflecting its mission statement, core philosophy and ethos and by reflecting good educational practice

Main Duties & Responsibilities

To perform this role successfully, an individual must be able to perform each essential duty well.

The requirements listed are representative of the knowledge, skill, and/or ability required.

Other duties may be assigned.

- To carry out one-to-one educational work with individual pupils via distance learning or within their homes and/or community spaces.
- To deliver creative and innovative lessons in accordance with the aims of the EHCP and Annual Review, working towards good practice outcomes.
- To complete risk assessments in order to ensure the health and safety of present individuals with regards to risks posed by the pupils, their home settings and the local environment.
- To ensure that every pupil associated with the National Online School is helped to understand our complaints procedures and their right to remain free from harm.
- To convey reliability and commitment to the role, recognising the need to be punctual, to work within the agreed timescales and to have a commitment to appropriate endings.
- To maintain awareness of and commitment to the health and safety needs of all those with whom National Online School have contact in their work, including first and foremost the pupils in their care, and to read and sign all related health and safety information necessary.
- To complete contracts of work and behavioural contracts with pupils and their families, as provided by National Online School.

Monitoring and Assessment

- To have regular debriefs with National Online School either via the phone or whenever possible, face-to-face.
- To keep accurate and up to date records of educational progress, where required, in the form of weekly and half-termly reports in an agreed format and in accordance with prescribed deadlines.
- To carry out half-termly assessments of pupils in order to monitor progress and submit results to the Senior Leadership Team.
- To submit weekly written lesson reports to the Deputy Headteacher.
- To be responsible, where required, for the management of expenditure on educational activities and to maintain accurate accounts, including receipts.

Other

- To maintain good personal and professional boundaries and conduct, appropriate to the pupil group and their families, to National Online School colleagues and management and to all external agencies including referring authorities.
- To respect and maintain the confidentiality of our pupils and others, both verbally and in written form, including appropriate confidentiality around the business interests of National Online School and to work in line with the guidance and procedures of the Data Protection Act.

Supervision and guidance

- To be willing to undertake online and/or onsite training as identified and agreed with National Online School.
- To promote the company, its philosophy and ethos always by establishing and maintaining the highest standards of practice.
- Maintain good personal and professional boundaries and conduct with work colleagues, external agencies, and the pupils with whom the company works.
- Respect and maintain the confidentiality of all pupils and staff, both verbally and in written form, in line with the current legislation and guidelines, including appropriate confidentiality around the business interests of the company.

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to a good general level of literacy and numeracy (GCSE or equivalent) • Strong literacy and numeracy skills 	<ul style="list-style-type: none"> • Relevant degree qualification or certified training courses in Education or related fields e.g. Psychology, Social Work, Youth Work. • QTS or QTLS
Skills and ability	<ul style="list-style-type: none"> • Ability to work in a child-focused way. • Ability to reflect on own practice and to seek self-improvement in teaching always. • Punctuality and good time management skills. • IT skills along with an awareness of the value of computers in education. • Good organisational skills with the ability to plan workloads and prioritise tasks. • Good numeracy and literacy skills, with the ability to keep good records and to write full and informative reports. • Good interpersonal skills and the ability to develop constructive and appropriate relationships with pupils whilst remaining assertive. • Ability to engage in direct work with pupils, to include effective communication and especially good listening skills, good observational skills, understanding of children and young people's needs and the ability to engage them in suitable educational tasks and activities. • Ability to work independently and in a task-focused way as directed or guided by National Online School according to set targets, drawn from pupil's EHCPs and any annual reviews. • Ability to work in partnership with families, Special Educational Needs Departments, and other relevant agencies. • Ability to work with diversity and commitment to undertake all work practice in an anti-oppressive and anti-discriminatory way. • Ability to work creatively both individually and as part of a team. • Ability to handle and account for small budgets. • Ability to respect and maintain the confidentiality of service users and to work in line with the guidance and procedures of the Data Protection Act. • Developed negotiation and problem-solving skills in complicated situations. • Understanding of and respect for personal and professional boundaries, and ability to maintain them 	

Knowledge and experience	<ul style="list-style-type: none"> • Substantial experience of working with pupils with SEND, with SEMH needs and/or Autistic Spectrum Condition. • Experience of working directly with high risk and complex pupils in a recognised setting such as social work, youth work or education. • Due to the high-risk nature of the pupils in this service, a minimum of 2 years' experience in this field is required. • Understanding of, and interest in, working with vulnerable young people. • Commitment to good learning experiences and educational outcomes for all pupils, including those out of school. • Knowledge of the National Curriculum. • Knowledge and experience of the importance of cultural identity to children/young people. • Awareness of and commitment to the health and safety needs of children and young people in your care. • Awareness of child protection issues and commitment to safe practice, including the need to pass on relevant information and seek guidance from senior staff where there are issues relating to child safety or potential harm. 	<ul style="list-style-type: none"> • Experience of working with pupils with Autistic Spectrum Condition. • Experience of working within a multi-agency environment. • Knowledge of relevant legislation pertaining to the needs of children and young people.
Attribute	<ul style="list-style-type: none"> • Belief in and commitment to children and young people's rights, their right to access educational opportunities and skills in order to enhance their future life chances and their right to remain free from harm. • Reliability, patience and enthusiasm. 	
Other	<ul style="list-style-type: none"> • Commitment to the constructive use of professional supervision. • Commitment to the development of good work practice and skills and to attend and undertake training. • Commitment to leading on safeguarding and promoting the welfare of children and young people. • Commitment to Equality and Diversity. • Commitment to TCES Community Values. 	

General Statement

TCES is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.