

## JOB DESCRIPTION

### TUTOR

<b>Job Title</b>	Tutor
<b>Responsible to</b>	Head Teacher/Deputy Head Teacher
<b>Key Internal Contacts</b>	Other staff within the education team Staff in other departments within the Centre Staff in other Centres in the Region Central Office Staff
<b>Key External Contacts</b>	Service User relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services – Statutory, Voluntary and Community Neighbours

### JOB PURPOSE

To provide a high quality education service to Service Users and in accordance with Company policies, procedures and practices and the standards set by the Regulatory Body. To provide a high quality tutoring service and taking lead in a specific area of work-related learning

### KEY TASK AREAS AND RESPONSIBILITIES

#### Service Users (as defined by the relevant service e.g. Young People/Young Adult/Students)

- To plan, deliver and teach to individual students or small groups, in accordance with the School's Curriculum framework and related policies
- To monitor, record and report on student progress
- To contribute to and help implement developments that relate to the School Development Plan
- To promote, in line with Company policies, the physical, educational and moral development of the students
- To contribute to the development and implementation of an environment and programme of learning for the individual student to ensure progression at an appropriate and satisfactory rate
- To support the class teacher in organising the classroom, its resources, student groupings and displays to provide a stimulating learning situation appropriate for students with autistic spectrum disorder
- To work collaboratively with the class teacher to adequately plan to ensure the safety of students, in line with risk assessments, while both on and off site
- To ensure Learning Support Assistants and care staff (where necessary) are well briefed and able to produce appropriate and effective resources/teaching aids
- To support, plan and deliver training to Learning Support Assistants and (where appropriate) care staff, related to specific subject areas as required
- Work with and manage challenging behaviour, enabling Service Users to develop from needing external control, to developing self control
- To play a full part as a member of the School's multi-professional team, ensuring effective working relationships with colleagues
- To maintain regular communication both informally and in meeting times, ensuring the individual needs of the

student are being met effectively.

- To ensure that the available equipment and resources are used, stored and maintained efficiently
- To make, use and keep records in accordance with Company policies and procedures and standards set by the Regulatory Body
- To keep up-to-date with specified subject area, educational practice and autism-related information
- To ensure that all relevant education policies and procedures are implemented in full
- Safeguard all students and ensure their safety and wellbeing
- Communicate effectively with care staff to ensure a consistent approach and to provide a daily link between School and Home
- Liaise with staff from other departments to provide a consistent approach to all aspects of Service User education and care
- Maintain regular communication and liaison both informally and in meeting times, ensuring a consistent approach to education and care of Service Users

## **GENERAL**

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

## PERSON SPECIFICATION

### TUTOR

	Essential	Desirable
<b>Experience</b>		
Experience of work with autistic spectrum disorders and/or challenging behaviour		✓
Experience of work within an education/residential setting	✓	
Experience of planning, delivering and teaching lessons	✓	
<b>Skills, Knowledge and Aptitudes</b>		
Ability to work independently and as part of a team	✓	
Effective communication skills, verbal and written	✓	
Ability to record information accurately	✓	
Good organisational skills	✓	
Ability to deal with complex and challenging behaviour	✓	
Ability to demonstrate empathy	✓	
Good IT skills	✓	
Ability to tailor teaching and learning to the needs of individual students	✓	
Ability to lead and coordinate effectively	✓	
<b>Qualifications and Training</b>		
Relevant Teaching Qualification	✓	
Willingness to work towards further qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
<b>Other</b>		
Commitment to the values of the organisation	✓	
Driving licence		✓