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**JOB DESCRIPTION:**

**Job Title:** Off-site Tutor

**Location:** Newlands Academy

**Hours of work:** 8.30 am - 4.30 pm

**Reports to:** Principal

**PURPOSE OF THE ROLE:**

* To deliver high quality Off-site teaching as part of a team working directly with children and young people with SEMH.
* To deliver high quality teaching in the Remarkable Lives school to support pupils reintegrating into Newlands Academy.
* To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**RESPONSIBILITIES:**

* To carry out risk assessments to assess the offsite placements.
* To conduct 1:1 intensive teaching sessions offsite along with paired and small group teaching sessions.
* To ensure that salient pupil progress data is collected, summed and reported. Responsible for regularly communicating data. Responsible for ensuring all pupils files, home/school book are written and updated.
* Implementing programmes that have been written by SLT & Educational psychologists.
* Assisting in preparing materials as directed.
* To attend and participate in review meetings.
* Commitment to continuing professional development.

**Special factors:**

* The nature of the work may involve the jobholder carrying out work outside of normal working hours should school curriculum based activities require it.
* As this job designated as ‘regulated activity’ (i.e. it involves certain activities in relation to children and/or vulnerable adults) or is an exempt position under the Rehabilitation of Offenders Act, an enhanced DBS check is essential.

**Other specific duties:**

* To play a full part in the life of the academy community
* To comply with the academy’s Health and Safety Policy and undertake risk assessments as appropriate
* To undertake any other duty as specified by the Principal not mentioned in the above

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we Are inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**PERSON SPECIFICATION:**

**Job Title:** Offsite Tutor

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| **General heading** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications**  (Qualifications required for the role) | Education to GCSE standard at grades A-C for a minimum of 5 GCSEs including English and Mathematics  A-Levels or NVQ3 or equivalent. | Knowledge of health and safety legislation and guidance |
| **Knowledge / Experience**  (Specific knowledge/  experience required for the role) | Extensive experience of working with children/young people with SEMH  Detailed understanding of assessment and learning to support pupil progress and school development  To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.  Detailed understanding of the importance of positive behaviour management  Self-motivated with drive and enthusiasm to work as part of a team  Positive attitude to public communication and customer care | Able to produce concise and accurate reports and analyse data  Able to design and produce clear and effective guidance, information and publicity materials  Organised approach to work in relation to file and record keeping  Experience on ABA programmes. |
| **Skills**  (Abilities; Line management responsibilities (No.);  Forward and strategic planning; Budget -size and responsibilities) | High level of numeracy/literacy skills  Experience and knowledge of using I.T. systems, including the use of Microsoft Office Suite Word, Excel and Outlook  Ability to relate well to children and adults  Ability to work constructively as part of a team  Proven, successful experience in accelerating progress for groups of pupils against agreed outcomes  Proven ability to plan using specialist knowledge, successful learning opportunities for small groups of children.  Ability to assess children’s progress in line with school policy and procedure (eg marking & feedback, monitoring and evaluation)  Positively and effectively manage behaviour in line with school policy and procedure  The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English |  |
| **Personal Characteristics**  (Behaviours; Values) | Energy, enthusiasm, determination and an insistence on high standards.  Highly motivated and committed to the development and success of the school and the children.  A willingness to learn new skills and approaches and to share the experience with others.  Flexible approach to changing work tasks  Ability to relate to students, parents and carers, colleagues and other partners.  A team player, ready to get involved and establish strategic delivery of behaviour and inclusion with the resources available.  Be able to work under pressure, prioritise and manage time effectively.  Reflective and clear-headed thinker who makes considered judgements.  An attitude of personal responsibility for own actions and for organisational outcomes.  Ability to demonstrate, understand and apply our values   * Be unusually brave * Discover what’s possible * Push the limits * Be big hearted |  |
| **Special Requirements** | Successful candidate will be subject to an enhanced Disclosure and Barring Service Check  Right to work in the UK  Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |