

JOB DESCRIPTION

Tutor

Severndale Specialist Academy Vision:

Our children and young people are aged 2 ½ to 19 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioral difficulties arising from their condition; many have communication difficulties.

Purpose of the Post:

The main purpose of the post is to provide for the education and welfare of designated groups of pupils.

Personal skills required:

- Highly motivated flexible and able to use initiative
- Organised with good time-management skills
- Excellent communication skills
- Ability to work independently and as part of a team
- Positive and enthusiastic when faced with challenges

Duties and Responsibilities will include:

Student Assistance

- Provide support in lessons and identify causes / incident triggering pupil problems
- Assist pupils with the organisation and completion of homework tasks
- Enable pupils to develop skills and knowledge to help them progress
- Identify and adopt the most effective teaching approaches for pupils related to barriers to learning
- Organisation and supervision of pupils at lunchtime and break – be a presence in the year area.

Teaching Assistance

- Meet with teaching and support staff regarding individual or small groups of pupils
- Share good practice / offer support to Teaching Assistants on a regular basis
- Work with the class teacher to monitor and track student progress
- With support of the teacher, embed functional literacy, numeracy and ICT skills throughout the course content
- Support students who have been isolated from their teaching group – e.g. supervision, collection of work, providing guidance with the task, ensure completed work is returned to staff

Other duties

- Follow up pupil / staff concerns, making telephone and written contact with parents as appropriate
- Follow up safeguarding issues in line with school policy and practice
- Develop links with local agencies offering support and guidance
- Attend meetings with parents, carers and other professional
- Prepare information for, and co-ordinate the production of, individual pupil reports e.g. incident logs for re-admittance after exclusions; material for governors' meetings.

Reporting

- Line Manager: Assistant Principal and ultimately the Principal

Conditions of service:

To provide for the education and welfare of pupils in accordance with the requirements of the Conditions of Employment for school support staff.

Having due regard to the requirements of the National Curriculum, the schools aims and objectives, schemes of work, and to adhere to the policies and procedures adopted by the Trustees of the academy.

Benefits of the Post:

- The grade of the post is: Scale 6
- The hours of work are: 35.00 hours per week, 47 weeks per year

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.