



JOB DESCRIPTION

NAME:

POST: SEND Tutor

GRADE: Grade 6 (SCP 16-22)

RELATIONSHIPS:

The post holder is accountable to the Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE:

To provide a supportive service to Teachers and other staff that addresses the particularly varied needs of children in SEND provisions in order for them to achieve their full potential. To support the academy by planning and delivering differentiated activities that help children overcome barriers to learning and development.

MAIN DUTIES & RESPONSIBILITIES:

- To work with selected pupils outside of the classroom situation typically individually or in small groups to help them overcome barriers to learning, raising standards of achievement and improving attendance and behaviour. These students are likely to be the most vulnerable students who are unlikely to succeed consistently if educated within the main school population, some of whom are at risk of exploitation and may display offending behaviours with some frequency. Some students may also have significant mental health needs which will affect their attendance, motivation and engagement and require support and understanding.
- To undertake learning activities in both on and off-site venues with pupils of varying abilities, preparing and adapting resources to ensure differentiation and access to the curriculum. This may include delivering activities in the classroom setting, without the class teacher present, though with class teaching assistant to support.
- To identify and risk assess appropriate venues for off-site learning activities where tuition will take place. During the delivery of off-site learning activities, to monitor risks and conduct dynamic risk assessments and take actions to mitigate risks dependent upon the engagement and presentation of students and any additional external factors.

- To liaise by phone or in person with parents and carers regarding transportation and engagement with learning programmes.
- To be able and willing to use own vehicle, in line with AE mileage policy, to transport students to and from off-site venues.
- To confirm, with the Teacher, objectives and support required for literacy and numeracy development.
- To return completed work and resources to the appropriate teacher with comments on any learning issues arising and progress made.
- To observe and manage the behaviour of pupils whilst they are undertaking work to ensure a constructive learning environment, diffusing possible conflict situations by encouraging and reinforcing positive behaviour and interaction between pupils. To deal with any immediate problems or emergencies according to the Academy's/Trust's policies and procedures.
- To develop and deliver practical education and life skills lessons.
- To support the Careers Guidance Team by delivering guidance and resources, and escorting pupils to various events and colleges.
- To check the availability and location of safety equipment and ensure safety in the learning environment.
- To undertake administrative data management duties in collating and providing information as required and in accordance with Data Protection; working with the teacher in contributing to pupil records and implementing agreed procedures for maintaining accurate, legible records.
- To establish and maintain good, productive working relationships with individual pupils and groups to learning activities. Encouraging independence and responsibility for behaviour, demonstrating respect through all interactions with pupils and other adults.
- To direct TAs as appropriate.
- To respond to pupils appropriately, encouraging them and keeping them on task. To manage own behaviour in response to pupil actions, to provide a good role model for pupils.
- To provide comfort and immediate care for minor accidents, upsets and ailments.
- To organise, escort and supervise pupils outside of Academy activities.
- To log referrals for action by the Principal and to use judgement and initiative to take any immediate action; eg to remove a pupil from an activity and redeploy a TA to deal with an issue that requires immediate attention.
- To log incident forms on a daily basis and make judgements on any significant incidents that need to be brought to the attention of the Principal or any other parties for further action.
- To draft letters to be sent home as appropriate in accordance with the Academy's behaviour policy.
- To provide objective and accurate feedback and reports to other staff regarding interventions as required.
- To secure positive family support and involvement through regular contact including face to face meetings to provide constructive feedback on progress and achievement.
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.

GENERAL:

- To promote and support AE's culture of "Together we are Courageous, Innovative, Excellent" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.

- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: **Date:**
Post Holder

Signed: **Date:**
Chief Executive Officer

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education (AE) is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.

Together we are Courageous, Innovative, Excellent