

Job Description

Establishment:	Arnold Hill Academy
Post Title:	Community Tutor & LSA
Grade/Pay Range:	Point 15 to 22 £19,289 - £22,167 (actual Salary)
Hours/weeks:	Full Time – Term Time Only
Reporting to:	Alternative Provision Lead/Deputy Head Teacher
Department/Team:	Pastoral

Duties

The professional Standards act as the benchmark for all teaching staff. Leaders will have high expectations achieved through these standards. A copy is available from:

www.teachernet.gov.uk/teachingandlearning/professionalstandards/

Overall Purpose of Post

The role of the Community Tutor will be an appropriate method of accessing formal education and providing students with a chance to make progress in academic and other study in support of their personal and social development and achieve qualifications which will create opportunities for the future.

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Relationships

The post holder is responsible to the Head Teacher in all matters, and to the Head of Faculty in respect of curricular matters and the Head of Year in pastoral matters. The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

General Introduction

The Community Tutor fulfils an important role in ensuring continuity of education for children struggling to access their mainstream education available on the Academy site. During their teenage years a small number may experience circumstances that prevent problems with attendance and engagement in the mainstream setting. For many this will be a short-term situation, but for some who, for example, are facing illness, this could be long term. The role will involve providing tutoring for vulnerable students based in Ramsey House, the internal alternative provision facility, daily. At times, students may require tuition outside the Academy site, whether it is at the child's home or an alternative location. The Community Tutor will provide specialist, high quality tuition and will serve as the essential link between the child, parent and Academy to enable learning, progress and hopefully achieve a full-time return to mainstream education.

Particular Responsibilities

- Hold a relevant qualification for the position applied for
- Be reliable, committed, resilient and interested in working with students and demonstrate the qualities of a good role model (qualities of compassion, empathy, trustworthiness, politeness and good listening skills)
- Have excellent interpersonal skills; be able to build positive relationships with hard to reach students and be trustworthy as well as being patient and confident when working with children
- Have experience or have a desire to work with students in a social environment within a school setting
- Have de-escalation skills to deal effectively with conflict situations
- Be highly organised and have excellent communication skills
- Have experience of working within a team.

Specific tasks related to this post

- To deliver Maths and English from entry level up to GCSE (or Level 2 equivalent).
- Deliver literacy and numeracy intervention programs to individuals preparing relevant and appropriate learning experiences in conjunction with the inclusion team.
- To offer other aspects of the curriculum under the guidance of a subject specialist at the Academy and as appropriate to the individual student.
- Arrange external visits and provision as required for identified learners
- Maintain a log of learning (and progress information) for each individual student.

- Meet regularly with subject specialists/AP Lead/SENCO to update and discuss progress levels, teaching methodology as well as any other aspects which cause concern or should be celebrated.
- Support exam revision sessions as required
- To support personal and social development and mentoring of targeted students
- To assist in the development of appropriate lesson plans, resources, schemes of work and teaching strategies
- To plan and prepare 1-2-1 lessons
- Ensure the AP Lead has a complete up to date information of any visiting programme along with contact details
- Have a high awareness of safeguarding procedures and ensure students are always kept safe - making appropriate referrals with any concerns

Safety Considerations (for offsite provision)

- Before any first visit ensure you are fully briefed about the child and family circumstances on particular pupils and their families, in particular information about pupils with aggressive tendencies or aggressive pets or who come from families with a history of violence which can help prevent violent incidents occurring.
- Never enter the house/venue if either the child is at home alone or if the parent whom the arrangement has been made is not there. It will be important to state when the programme is arranged that the parent/carer must always be present in the house when the visit takes place.
- You have received up to date child protection and de-escalation training by the Academy.
- Always visit venues within the working hours of 8.35am – 3.05pm.
- Carry the identity card issued by the Academy which should not be worn around the neck and show it on a first home visit.
- Carry a mobile phone with Academy contact details and those of the AP Lead and Designated Safeguarding Lead (DSL)

Our Commitment:

- High quality training and support
- Access to a range of CPD courses
- Competitive rates of pay
- Working in and across high quality teams providing internal support
- Dedicated line management and appraisal to support personal development

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified and therefore duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Head Teacher. Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and parent/carers and to provide a welcoming environment to visitors and telephone callers.

The Academy will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Other duties

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date:

Person Specification – Community Tutor & LSA

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> Working with young people Tutoring young people at Key Stage 3 & 4 	<ul style="list-style-type: none"> Youth work, school, social work, police or armed forces background Tutoring pupils at risk of NEET or with SEND.
Skills and Abilities	<ul style="list-style-type: none"> Confident working with challenging individuals or those with SEND. Confident working small groups on key skills and social skills Confident in a range of subjects especially English and Maths Able to work positively with parent of pupils at risk of NNET Strong interpersonal skills 	<ul style="list-style-type: none"> Awareness of strategies for promoting good behaviour based on positive reinforcement
Education/Qualifications/Knowledge	<ul style="list-style-type: none"> The ability to inspire, motivate and challenge students The ability to plan and deliver well-structured lessons which achieve outcomes which are at least good and are often outstanding The ability to meet targets for the students in your assigned classes The ability to work closely with a team of colleagues in your department to prepare, resource and deliver your subject The ability to communicate effectively with students, parents and colleagues showing respect for others and professionalism at all times The ability to adapt methods to respond to the strengths and needs of all students 	
Other Requirements	<ul style="list-style-type: none"> An understanding of the importance of confidentiality Good general health, energy and stamina Good attendance Appreciative of the need to present a positive image Disciplined time keeper Confident, outgoing presence 	
Personal Skills	<ul style="list-style-type: none"> A willingness to continually develop as a professional An open-minded attitude, willing to try new ideas and strategies 	<ul style="list-style-type: none"> A willingness to contribute regularly to our extensive extra-curricular activities programme