

**Job Description**

<b>Job Title</b>	Alternative Provision Tutor
<b>Grade</b>	D
<b>Responsible To</b>	Headteacher / Principal / Vice Principal / Higher Level Teaching Assistant / Senior Advanced Teaching Assistant / SENCO / Inclusion Manager
<b>Staff Managed</b>	None
<b>Job Family</b>	Teaching Assistants
<b>Job Purpose</b>	To work with teachers to provide teaching, learning and pastoral support by working with individuals or small groups of students under the direction of Head of Key Stage/teaching staff/Higher Level Teaching Assistant and may be responsible for some learning activities within the overall teaching plan.
<b>Job Context</b>	Works within the classroom or appropriate area of the school site to complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
<b>Accountabilities / Main Responsibilities</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>• Implement planned learning activities/teaching programmes/intervention as agreed with the teacher, adjusting activities according to students' responses as appropriate</li> <li>• Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher/SENCO on student progress and behaviour</li> <li>• Support the teacher in monitoring, assessing and recording student progress/activities</li> <li>• Support learning by providing resources for lessons/activities</li> <li>• Support students in social and emotional well-being, reporting problems to the Head of Key Stage/ teacher / Child protection officer and parents as appropriate.</li> <li>• Monitor and keep documentation in line with the progress of students.</li> <li>• Understand and support independent learning and inclusion of all students as required.</li> <li>• Use behaviour management strategies including positive handling, in line with the school's policy and procedures which contribute to a purposeful learning environment.</li> <li>• Work with individual students with special educational needs</li> <li>• Work with students for whom English is not their first language</li> <li>• Assist in the development of individual development plans for students (such as Individual support plans)</li> <li>• Assist in the development of individual personal handling plans for students that require them (PHPs)</li> <li>• Assist in escorting and supervising students on educational visits and out of school activities</li> <li>• Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays</li> <li>• Support students in developing and implementing their own personal and social development</li> <li>• Monitor and manage stock and supplies for the classroom.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Provide feedback to students and parents in relation to attainment and progress as appropriate (including Parent Review Days).</li> <li>• Share information about students with other staff, parents / carers, internal and external agencies, as appropriate (including use of CPOMS and SIMS).</li> </ul>
<b>Partnership or Corporate Working</b>	<ul style="list-style-type: none"> <li>• Support the work of volunteers and other teaching assistants in the classroom</li> <li>• Participate in meetings with other staff, external professionals and parents regarding pupils, in a support capacity to the teacher, who will normally lead on such matters</li> <li>• Assist in the induction and development of classroom support staff, cascading information and good practice</li> </ul>

	<ul style="list-style-type: none"> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>• Participate in staff meetings</li> <li>• Share information confidentially about pupils with teachers and other professionals as required</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Carry out tasks associated with pupil's personal hygiene and welfare, including personal intimate care, physical and medical needs, whilst encouraging independence (<i>Upon agreement with postholder</i>)</li> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</li> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Planning and Organising</b>	<ul style="list-style-type: none"> <li>• Assist the teacher and work as directed in preparation of the classroom and resources for planned work to take place</li> <li>• Undertake routine clerical duties as required</li> <li>• Support the use of ICT and adhere to relevant policies</li> <li>• Supervise and provide access arrangement for pupils sitting internal and external examinations and tests, ensuring that examinations comply with Examination Board Regulations</li> <li>• Participate in appraisal, training and other learning activities</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>• Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>• Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

**Person Specification**

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<b>Grade</b>	D	
<b>Responsible To</b>	Headteacher / Principal / Vice Principal / Higher Level Teaching Assistant / Senior Advanced Teaching Assistant / SENCO / Inclusion Manager	
<b>Staff Managed</b>	None	
<b>Job Family</b>	Teaching Assistants	
	<b>Essential</b>	<b>Desirable</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>• An awareness of child/young person's development and learning</li> <li>• An understanding that children/young people have differing needs</li> <li>• An understanding that children/Young people have differing needs and knowledge of inclusive practice</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of School Information Management System (SIMS)</li> <li>• Knowledge of Behaviour Management techniques</li> <li>• Knowledge of Child Protection policies &amp; Procedures</li> <li>• Knowledge of Health &amp; Safety legislation</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Experience appropriate to working with children in a learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering evidence-based interventions that accelerate learning</li> </ul>	
<b>Occupational Skills</b>		
<ul style="list-style-type: none"> <li>• Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers</li> <li>• Good reading, writing and numeracy skills</li> <li>• Demonstrable interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe</li> </ul>	
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• Relevant NVQ Level 3 qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training (<i>Dependent on the school's needs</i>)</li> </ul>	
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• Ability to work successfully in a team</li> <li>• Able to exercise judgement</li> <li>• Confidentiality</li> <li>• Flexibility</li> <li>• To be committed to the school's policies and ethos</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>		