

Recruitment Pack

Casual Tutor



Overview

Thank you for your interest in the role of Casual Tutor at West Lea School.

Purpose of the role

West Lea is commissioned by the Local Authority in Enfield to run support services for young people of statutory school age who may not be accessing education in another setting.

These young people may be facing a variety of challenges including physical health difficulties and social, emotional and mental health issues which are impacting on their engagement with education.

We are looking to recruit suitably qualified practitioners on a casual basis, working school term times throughout the year, who can be available at short notice and who are by nature very patient, naturally caring and very reliable to offer short term teaching support to students referred by the L.A.

Key relationships

Every circumstance will be different but your role in encouraging and guiding both learners and their families will be crucial both in addressing their needs and facilitating opportunities for them to be met.

You'll be working one-to-one with learners in their home or at an external venue; working with a learner on site at one of West Lea's campuses; supporting a young person to gradually re-integrate back to their home school in liaison with other professionals; or a combination of assistance as the young person progresses back into education.

You will have the support of a dynamic team and will help to develop and shape the future of new programmes supporting young people in Enfield.

Who it would suit

You'll be an innovative and dynamic individual, who will continue to inspire and motivate our learners to make excellent progress, whatever their starting point or situation.

You'll be a person who can demonstrate vision, resilience and empathy. We are a 'values based' organisation and, as such, we expect our staff to embody our values. You share in the belief that all our learners can achieve and through working as a community with kindness, you are committed to ensuring all have positive futures.

Pay & benefits

This is a casual position (as and when required) paying MPS/UPS (Outer London – dependent on experience) £36,413.00 - £53,994.00 pro rata.

We also have an attractive employee benefits package, including:

- Pension scheme with 23.68% employer contributions
- Supportive learning culture with funded continuous professional development (CPD)
- Professional networking opportunities
- Employee Assistance Programme (EAP)
- Opportunity to make your mark in a highly rewarding and meaningful role

How to apply

Visits to see us in action are warmly welcomed and encouraged.

To apply, please visit our website www.westleaschool.co.uk and click on vacancies.

The deadline for applications is Friday 14th February 2025, 12pm. Applications will be reviewed in the order they are received and candidates will be contacted as soon as possible. We reserve the right to close the vacancy early.

We're committed to safeguarding and promoting the welfare of children and young people. All our employees are subject to full Disclosure and Barring Service (DBS) checks, and we need proof of ID, medical clearance and right to work in the UK.

If you require the pack in a different format or there's anything we can do to help, please email people.team@westleaschool.co.uk

We look forward to hearing from you.

Key facts about our school

Based in the borough of Enfield, West Lea is a school that provides education to children and young adults with special educational needs and disabilities, from the ages of 4 to 25.

We pride ourselves on creating an inclusive environment where everyone feels welcome. Our four campuses – Meridian, Haselbury, Learning for Life and Horizon – serve nearly 450 learners and are home to 220 employees.

A strong community that works together with the common goal of helping each other to flourish, our learners leave equipped with a 'suitcase of skills' that help them to progress onto further education and work.

We're a disability confident employer that's Investors in People accredited, with firmly held values placed at our core.

- Our origins are humble. We opened in 1938 as an open-air school for 'delicate' children
- Our modern-day growth journey began in 2014, starting with 80 learners on a single site
- We now cater for students with a range of complex special educational needs and disabilities
- We've grown rapidly in response to increased demand across the borough of Enfield
- Our four campuses serve nearly 450 learners aged 4 to 19 and 25 learners aged 19 to 25
- Throughout their journey, learners develop vital life skills as well as achieve academically
- We actively prepare learners for adulthood, further education and the workplace
- Our provision includes an Attendance Support Unit (ASU), a Home Tuition Service and a post 16 bridging programme that enables learners to go to a local college
- Our Travel Training Programme enables many learners to travel confidently and independently
- Learners gain work experience with local employers and through our partnership with the Learning for Life Charity (LFLC)
- Our Supported Internship Programme gives young people aged 16 to 25 an opportunity to work
- 80% of our interns get jobs and 90% retain them
- We're a founder member of the Enterprise Cooperative Trust in Enfield borough

Our why, what and how

In September 2021, we developed our strategic framework. It's a simple picture of a school with a roof, four pillars and foundations.

Our strategic framework describes why we exist, what we're here to do and how we're going to do it. It's a roadmap that helps us to make the right decisions.

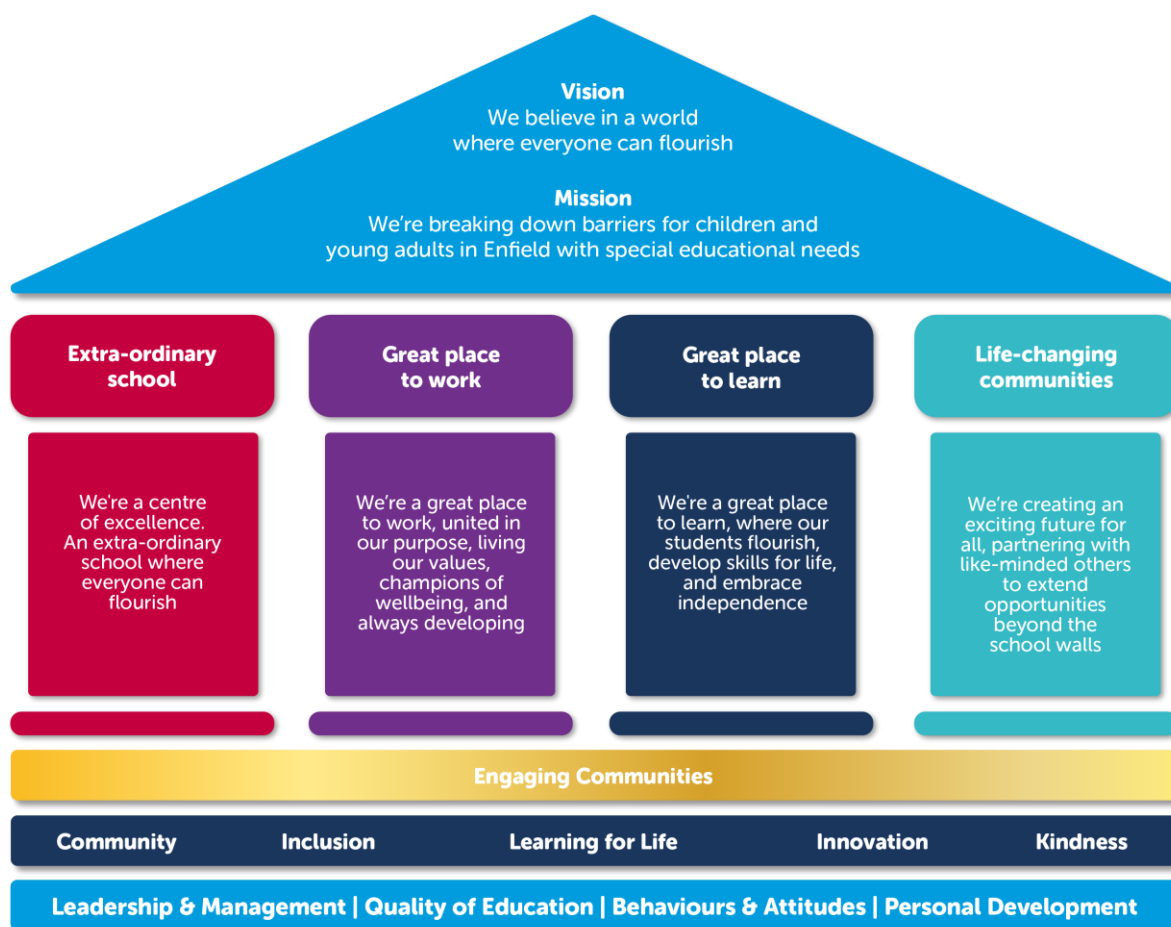
It's a useful model that sets out our long-term, high-level school development plan on a page, which we'll be working on for many years to come.

Our vision, mission and values guide, inspire and unite us. Our vision sits at the top and explains the world we believe in; a world where everyone can flourish.

Our mission sits directly beneath it and describes what all West Lea employees are committed to doing every day, which is breaking down barriers for the learners in our care.

The average person spends 99,117 hours of their life at work (Gallup, 2022). We believe that a good life is one where you spend this time doing something fulfilling and making a real difference to people's lives. That's what West Lea is all about.

It feels great knowing that what we do each day is helping our people, learners and families to flourish.



Vision, mission and values

Our vision, mission and values guide, inspire and unite us.

OUR VISION

We believe in a world where everyone can flourish.

OUR MISSION

We're breaking down barriers for children and young adults in Enfield with special educational needs.

OUR VALUES

Learning for Life

Helping learners succeed beyond the classroom, both now and in the future. Equipping them to overcome challenges and embrace opportunities by developing skills, confidence and independence. Preparing them for adulthood, further education and the workplace.

Community

Creating a united and supportive environment where we're one big family working together so everyone can flourish. Reaching into the local community to provide opportunities for learners beyond the school gates.

Inclusion

Creating a place where everyone is welcome, where no one feels isolated or alone and opportunities are open to all. Teaching, inspiring and supporting learners to play an active role in home, school and community life.

Innovation

Helping learners to reach for the stars, overcome challenges and break down barriers. Ensuring educators, employers, parents and carers think differently, positively and creatively to see beyond the present and embrace new possibilities.

Kindness

Making kindness our default setting, recognising its power to boost someone's day or change their life. Encouraging learners to be kind and compassionate to themselves and others in a world that may otherwise judge and exclude.

community
inclusion
learning for life
innovation kindness

Beyond the classroom

West Lea is an outward looking and 'extra' ordinary school.

We actively look to learn from and partner with likeminded people and organisations both across and beyond the Enfield borough, recognising that this will help us to realise our vision of a world where everyone can flourish and our ambition of creating life-changing opportunities for our learners and their families.

Whilst our curriculum is broad and aspirational, we want to do more to break down barriers by extending our reach beyond the traditional classroom. This ambition led to the birth of the Enterprise Cooperative Trust (ECT) and the Learning for Life Charity (LFLC), which are important partners to the school.

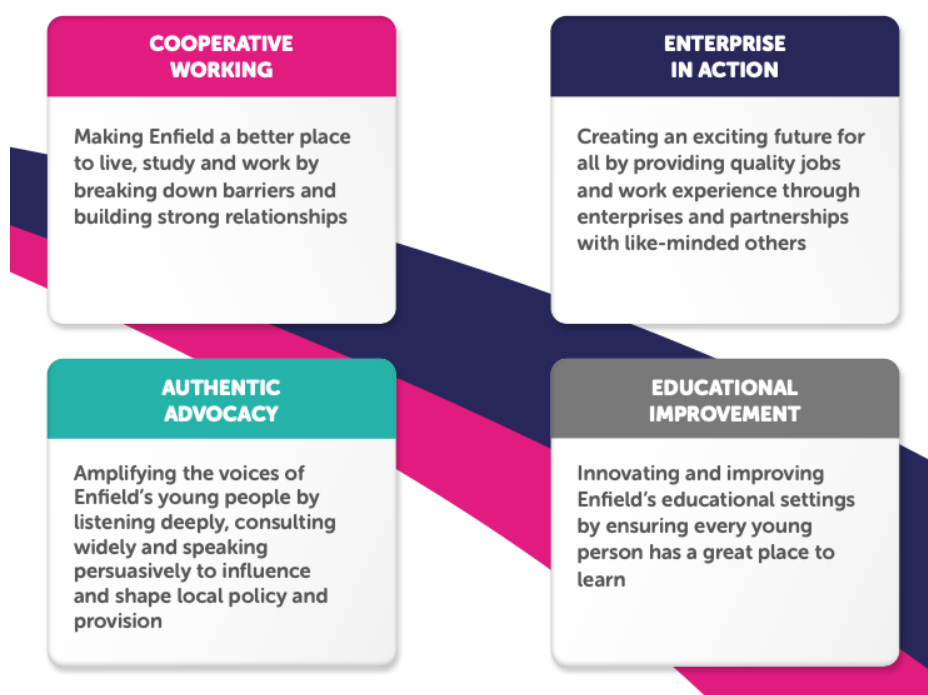
THE ENTERPRISE COOPERATIVE TRUST (ECT)

A not-for-profit cooperative, the ECT launched in June 2022.

Together, like-minded partners from education, charities, community interest groups, business and local government address key problems in the Enfield borough.

The brainchild of West Lea leaders and local charity partners, the ECT aims to use partnerships and projects to raise standards in local schools and create life-changing opportunities for young people who face significant challenges.

Being a member of the ECT enables us to look at education in a different and collaborative way. The trust has aims in four key areas:



THE LEARNING FOR LIFE CHARITY

Founded in 2014 to expand and build upon the life and work skills training provided at West Lea, the LFLC is a partnership between our school and the local community.

Through its social enterprises and projects, LFLC offers an alternative setting in which learners can gain valuable life, social and work experience, benefitting our students, students from local schools and colleges, and other young people in the borough who have been affected by illness, disability or poverty.

LFLC also provides volunteering opportunities for members of the local community who are looking to get back to work.

In-life projects include a programme of social events, two charity shops, an eBay store, furniture upcycling, a coffee cart for retail and barista training, and an employment service that provides needs-based 'Access to Work' funding and support to young people who have graduated from a supported internship into the workplace.

A shared ethos

The school, charity and trust have a shared ethos of empowering every young person and child to be as independent as possible – what we call, 'Learning for Life.'

Learning for Life is based on the following principles:

- We create experiences that enable disadvantaged children to participate in mainstream activities in school and the local community
- We create a stimulating learning environment, tailoring teaching and learning to meet each young person's needs
- We enable learners to be as independent as possible, helping them to develop a 'suitcase of skills' so they reach their potential and are prepared for adulthood
- We treat children as individuals, involve them in making decisions, respect their feelings and foster their overall wellbeing
- We help young people to experience success, develop self-esteem, and be recognised and celebrated for who they are as well as what they can do

Casual Tutor

Job Description

Purpose of the role

We are seeking to appoint casual tutors who will offer short term teaching support to learners referred by the Local Authority.

PRINCIPLE RESPONSIBILITIES

- To take responsibility for planning and implementing appropriate work programmes for identified students in line with national and school policies
- To maintain assessment records and report on pupils' progress to senior staff and to parents and carers in accordance with school policy and submitting a weekly report of work completed
- To regularly liaise with the student's home school regarding the curriculum being followed and to support the child's transition back to school
- To carry out the professional duties of a teacher as set out in the current edition of the School Teacher's Pay and Conditions Document

PLANNING, TEACHING AND CLASS MANAGEMENT

- To set personalised targets for students and plan weekly in accordance with the national school curriculum policies and in cooperation with the multidisciplinary team, to ensure that students experience a relevant and stimulating life-skills focussed curriculum
- To ensure a close match between the learning experiences offered and the individual needs of students, so as to give each student an opportunity to achieve to the maximum of their capability
- To effectively manage and develop all support staff within the class in the best interest of the learners
- To provide clear, structured lessons, maintaining pace and challenge
- To use a variety of teaching strategies, considering the different learning styles of learners, ensuring high levels of pupil interest and promoting communication and independence
- To set high expectations for learners behaviour and use effective strategies to promote positive behaviour
- To provide learners with opportunities to lead their own learning and become independent thinkers and learners
- To create a secure, happy and stimulating learning environment, maintaining the highest standards of organisation

- To foster each learners self-image and esteem and establish relationships which are based on mutual respect, ensuring every learner has a voice
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning
- To work closely with colleagues to undertake medium and short term planning

MONITORING, ASSESSMENT, RECORDING, REPORTING AND ACCOUNTABILITY

- To assess learners progress, maintain records and provide written reports to parents and carers in accordance with school policies
- To develop supportive relationships with the families of students in the class and communicate and consult with parents and carers regularly
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and relationships and behaviour are promoted
- To liaise with support staff, both schools based, from the local authority and from other external agencies as required
- To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training

GENERAL REQUIREMENTS

- Contribute to the wider life of the school, Learning for Life Charity and Enterprise Cooperative Trust.
- Carry out any other reasonable duties and responsibilities at the request and discretion of the line manager.
- Comply with school policies and procedures, seeking advice from your line manager if unsure.
- The key tasks listed above are only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be amended following discussion to take account of changing circumstances.

Casual Tutor

Person Specification

This person specification is intended to help candidates and governors in the appointment process. The governing board and leadership team recognise the importance of the role and will actively offer long term support, encouragement, realistic challenge and development. Applicants should be able to demonstrate a good knowledge of the following areas:

TRAINING AND QUALIFICATIONS:

	Essential	Desirable
Qualified Teacher Status (QTS)		✓
Post qualification experience	✓	
Experience of involvement in recent professional development activities	✓	
Specific SEN knowledge or qualification		✓
Recent participation in a range of CPD	✓	

EXPERIENCE OF SUCCESSFUL TEACHING AND SCHOOL MANAGEMENT

	Essential	Desirable
At least two years experience as a teacher or as a tutor	✓	
A teacher with high expectations and proven excellent classroom practice, in either a mainstream or specialist setting		✓
Proven good behaviour management strategies, including experience of managing challenging learners	✓	
Knowledge and good understanding of safeguarding procedures	✓	
Teaching experience in more than one key stage		✓

Experience of different communication approaches to support learners with SLCN and Autism		✓
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SKILLS AND ABILITIES

Applicants should be able to demonstrate a good knowledge of the following areas:

	Essential	Desirable
Proven ability in differentiating the curriculum		✓
Ability to motivate children of differing abilities	✓	
Ability to use ICT as a learning tool and for administrative tasks	✓	
A willingness to be involved in extracurricular activities	✓	
Knowledge of assessment procedures	✓	
Demonstrate personal enthusiasm for and commitment to the learning process	✓	
Access, analyse and interpret information in order to raise standards	✓	
Knowledge and experience of specific SEN assessment procedures		✓
Knowledge of factors relating to the development of SEMH difficulties and approaches to support the needs of these students		✓

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post to:

	Essential	Desirable
Are passionate about upholding and promoting the West Lea values	✓	
Has integrity with high personal and professional standards	✓	
A sense of humour	✓	

Warmth and openness in relationships	✓	
Ability to empathise with learners in and out of the classroom	✓	
Sensitive to the needs of community members and able to provide support	✓	
Resilience and ability to handle difficult situations and challenges	✓	
Open minded and creative	✓	
Able to use own initiative and innovate	✓	
Have the ability to enthuse and motivate others, as well as respect and value the different, experiences, ideas and backgrounds others can bring to teams	✓	
Willingness to share expertise, skills and knowledge and take part in self evaluation	✓	
Able to be flexible and adapt to change	✓	
Good communication skills, orally and in writing	✓	
Ability to manage own work load and meet deadlines	✓	
Ability to speak with confidence to the school community in a variety of contexts		✓
Can motivate, encourage participation and lead others		✓



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