

Job Title	<b>Class Tutor (14 – 19)</b>
Pay Grade/scale	UQT 1-6 plus SEN1 (depending on experience)
Location	Newbridge Upper School
Responsible to	Head of School

### **Job Purpose**

The Class Tutor will be responsible for leading the teaching and learning of a group of pupils with complex needs. They will support individual pupil's needs with a range of specialist teaching and learning strategies (such as TEACCH, PECS, Sensory Integration, Attention Autism and Intensive Interaction). They will establish a fun, engaging and stimulating learning environment through the use of creative and exciting learning activities. Teaching independence and life skills to individuals and groups of pupils across the school, including in the 14-19 provision both on and off the school site.

### **Duties**

- To take responsibility for groups and classes of pupils
- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere
- Plan work using the relevant schemes of work as directed by the leadership team
- To direct the work of learning support assistants as necessary
- Provide verbal and written assessments of the pupils
- To set learning targets for pupils
- To monitor, evaluate and report on progress of pupils
- To liaise with parents as necessary
- To liaise with other agencies involved with the education of pupils
- To attend annual review and other meetings as necessary
- To provide physical and pastoral care to pupils
- To participate in the process of curriculum development with other teachers
- To undertake training as required
- To participate in the school's scheme for Performance Management
- To undertake any other duties as requested by the Headteacher
- Assist and support pupils in swimming and other physical activities (such as horse riding and PE). This will include changing clothes, ensuring safety equipment is fitted and the pupils wellbeing while undertaking physical activities.
- To meet obligations with respect to the School's system of Appraisal and Performance Management

### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- Ensuring that the confidential information is kept secure and in line with Data Protection guidance
- Be aware of and support difference and ensure equal opportunities for all
- Promote the vision and contribute to the overall aims and values of the school and service and in so doing, support its leadership of the service and school
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

### **Person Specification**

#### Qualifications

- Minimum level 5 qualification in a relevant discipline/area

#### Key Skills and Competencies

- Knowledge of the curriculum and other issues relating to the education of pupils over 16 years with learning difficulties and disabilities
- Very good literacy and numeracy skills
- Excellent communication skills
- Ability to use ICT effectively for teaching and learning
- Ability to plan teaching sessions for pupils according to their individual needs
- Ability to work as part of a team
- Ability to lead, support and motivate staff

#### Experience

- Experience of supporting young people with special educational needs and disabilities /multi-sensory impairments and who may display challenging behaviour (desirable but not essential)

### **Other Requirements**

- Promote the vision, aims and values of the school and in so doing support its leadership
- Needs to be adaptable, motivated, committed and enthusiastic
- Be aware and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate person
- You must have an up-to-date Enhanced DBS Disclosure which the school will apply for, on your behalf, if you are appointed to the role
- Present a professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times
- The school is committed to Safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment