

THE HELIX EDUCATION CENTRE

94 Uxbridge Road, Harrow, HA3 6DH

Tel: 020 8353 4170

Web: www.thehelix.harrow.sch.uk

POSITION: Home Tuition Coordinator (0.8 FTE) ((with capacity to increase to 1.0 FTE if/when required)
GRADE: MPR/UPR + Termly travel
RESPONSIBLE TO: Headteacher
Responsible for: Home Tutors

The Helix Education Centre is a caring and inclusive PRU that prides itself in helping the young people it works with to achieve their full potential. It is also a complex PRU; catering for a number of specific groups of young people including a Hospital Education Unit, Home Tuition Service and an Outreach Inclusion Support Team for the local Primary and all-through schools.

We are seeking an inspiring and highly motivated Home Tuition Coordinator to support and lead on home tuition leadership & management for our local schools and Helix Centre pupils to maintain or improve their continuity of education and Behaviour-for-Learning. You will support the professional development of our dedicated home tuition team, oversee the performance of agency home tutors and contribute to the leadership & management of our school services. You should be passionate about 'Inclusion' and improving outcomes for our pupils. Previous experience in a PRU or AP setting would be advantageous.

Age Range 5 – 16.	Recent upgrade of outdoor PE facilities	A supportive Headteacher & Staff.
Ofsted rated as a 'Good' School'	On-site Parking	Prime location for public transport links

The successful candidate will:

- Have had coordination & management responsibilities for a minimum of two years,
- Have excellent understanding and skills in raising the quality of teaching & learning, and effective use of differentiation or adaptive learning,
- Be passionate about students' learning and see all students aspire to succeed,
- Have excellent emotional intelligence & professionalism in communicating with both pupils and adults,
- Command the respect of colleagues, students and parents,

Have the skills to develop, monitor, evaluate and assess impact in the following areas:

- Achievement and standards in KS1-KS4, putting in place interventions to raise them further,
- Line management of Teachers,
- Commitment and experience of developing the achievement and progress of pupils,
- The ability to lead staff in developing their knowledge and expertise in working with challenging pupils,
- Good management and organisational skills and experience in leading and managing other staff
- Excellent communication skills and experience of working effectively in partnership with pupils, parents, colleagues and outside agencies.

Visits are strongly encouraged and can be made by contacting the School Office by email (office@thehelix.harrow.sch.uk) or by phone (020 8353 4170)

Closing Date:	8.00am Wednesday 30th April 2025
Interview date:	Thursday 8th May 2025 (earlier interviewing and recruitment is possible for the right candidate)
Start date:	asap

Full details of the post and an application form can be downloaded from:

<http://www.thehelix.harrow.sch.uk/vacancies>

Completed teaching application forms to be returned to Bhavna Patel, Business Manager, by email to recruitment@thehelix.harrow.sch.uk . Only shortlisted candidates will be notified

Harrow is an Equal Opportunity Employer.

The Helix Education Centre is committed to safeguarding and promoting the welfare of young people. Any offer of employment will be conditional upon an enhanced criminal record check with the Disclosure and Barring Service; a prohibition from teaching check (teachers only); satisfactory references; the right to work in the UK; and a satisfactory health check.

Please note that in line with the latest guidance from the 'Keeping Children Safe in Education' guidelines we will now be performing online social media checks on candidates prior to offering a role.