

THE HELIX EDUCATION CENTRE

Job Description

POSITION: Home Tuition Co-ordinator
GRADE: MPR/UPR + Termly Travel
Working pattern: (Term Time only, 4 days per week (0.8 FTE)
 ((with capacity to increase employment to (5 days) 1.0 FTE if/when required))

RESPONSIBLE TO: Headteacher

Location: The Helix Education Centre, 94 Uxbridge Road, Harrow, HA3 6DH

Date: April 2025

PURPOSE OF THE POST	
The purpose of the post is to achieve the highest possible standards and outcomes for the pupils receiving Home Tuition.	
The postholder will support the senior leadership team in creating a lasting improvement in the quality of education provision and the management of teaching and learning through the provision of high quality professional services, which meet the changing expectations of the Service.	
REQUIREMENTS OF THE POST	
Teachers are responsible to the Head Teacher for supporting the general good order and discipline of The Helix, and the implementation of all policies. All staff are expected to have a clear understanding of the aims, objectives and ethos of the Centre and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of the Centre be seen as inter-related.	
MAIN DUTIES	
1.	Take Responsibility for the management of Home Tuition Provision
2.	Liaise with Heads or members of staff with responsibility for pupils requiring Home Tuition
3.	Ensure that relevant referral forms have been submitted
4.	Organise initial home tuition visits
5.	Co-ordinate with Home Tutors, a suitable timetable which: <ul style="list-style-type: none"> i) takes account of the students' entitlement to the full National Curriculum; ii) takes account of the needs of the individual student.
6.	Co-ordinate the preparation of appropriate resources for the students' needs.
7.	Support colleagues wherever possible
8.	Work with a range of other professionals (eg: SENARs/ Harrow Admissions)to support individual pupils and promote inclusion for all.
9.	Coordinate any other ad hoc requests for tuition for pupils without a school place (this could include pupils who have been permanently excluded or those with an EHCP awaiting new provision).
10.	Ensure good communication with parents/carers and other professionals
11.	Ensure consistent and effective liaison with each pupil's school if appropriate. Maintain liaison throughout the period of tuition and during the reintegration back into school.
12.	Ensure accurate records of attendance and achievement are kept on each pupil. Ensure that IEP's are prepared, suitable targets are set and reviewed and evaluated regularly.
13.	Oversee and approve weekly and end of tuition reports, for parents/carers, appropriate professional agencies and at the end of the period of tuition.
14.	Record and report any incident of inappropriate behaviour or concerns of any kind by the

	pupil/parent or home tutor: to the Head teacher.
15.	Call regular meetings with the Home Tutors/AP's to review, discuss and plan regarding relevant issues and concerns.
16.	Attend meetings with parents, schools and other professional agencies where necessary. Minute and report as required
17.	Take responsibility for your own professional development needs in consultation with the Head teacher.
18.	Work to implement the Local Authority's policies, with particular reference to the Equal Opportunities, Health and Safety guidelines and Children's Service plan.
PERSONAL RESPONSIBILITIES	
	To carry out the duties and responsibilities of the post, in accordance with the Centre's Health and Safety Policy and relevant Health and Safety guidance and legislation.
	To promote the safeguarding of children.
	To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
	To participate in the teacher appraisal system, and undertake training and professional development as appropriate.
PERFORMANCE STANDARDS	
	To fulfil the requirement of the DfE Guidance: Ensuring a good education for children who cannot attend school because of health needs Statutory guidance for local Authorities January 2013
	To ensure that all services within the areas of responsibility are provided in accordance with The Helix's commitment to high quality service provision.
	To ensure that the Centre policies and customer care standards are met and adhered to.
	At all times to carry out the responsibilities of the post with due regard to the Centre's Equal Opportunities policy.

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

PERSON SPECIFICATION

Position: Home Tuition Coordinator

Grade: MPR/UPR + Termly Travel

(Term Time only, 4 days per week (0.8 FTE ((with capacity to increase employment to (5 days) 1.0 FTE if/when required))

Essential Criteria	Desirable Criteria	Method of Assessment
Has the relevant experience and qualifications to do the job including holding Qualified Teaching Status with recent experiences working across more than one key stage with pupils in mainstream and AP settings.	Has experience working with pupils with SEND and challenging behaviour.	A
Has specialist knowledge to include understanding of the statutory guidance for local authorities in relation to providing interim education for pupils too ill to attend school.	Has experience of managing budgets.	A/I
Has experience of working with school systems.	Has experience working with exam boards and their entry requirements.	A
Has experience managing staff.	Encourages innovation.	A/I
Manages clear and precise communication systems		A/I
Looks to improve efficiency/effectiveness of services.		A/I
Provides clear direction.		I
Works on own initiative.		A/I
Allocates and uses resources effectively.		A/I
Builds networks and partnerships.		A
Creates a culture of collaboration.		A/I
Takes appropriate action to improve others' performance.		A/I
Empowers others.		I
Thinks ahead and takes responsibility for improvement.		A/I
Understands the corporate role of being a manager/supervisor.		A/I
Has capacity to increase employment to 1.0 FTE (5 days) if/when required.		I