**Home Tutor**

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| **Job Title** | **Home Tutor** |
| **School** | The Quay School |
| **Grade** | F |
| **Salary** | £22,129-£25,927 (Actual salary £17,657-£20,688 for part time, term time working) |
| **Hours** | 34.5 per week – Term time |
| **Reporting to** | A member of the middle leadership team |
| **Contract** | Permanent |

**Main Purpose of the job**

You will:

* Support students who are currently unable to attend lessons onsite. 1:1 sessions with students will be delivered in the home or in the community and you will be supporting students from years 7 to 11.
* Plan and deliver sessions which meet the needs of individual students’ development as identified through regular target setting on Individual Programmes
* Help students achieve learning and behaviour targets as specified in Individual Programmes.

**Duties and Responsibilities**

You will:

* Assess and support students on home tuition
* Continuously develop quality and value for money providing tutoring for outdoor and life skills.
* Provide coaching and support for students to encourage them to achieve their goals and targets through ongoing tutoring and one to one support, and within the timescales as set in Individual Programmes
* Help students develop, study, organisational and social skills, encouraging students to become independent and take ownership and achieve their targets as set within the Individual Programmes. Encouraging good practice with regard to behaviour, standards of work and employability.
* Provide support for students in life skills and careers.
* Work with other home tutors, teachers and support staff to ensure that all students benefit from high quality teaching and learning.
* Support and identify additional needs of students.
* Monitor and record the progress of target students and keep records to check work is understood and completed, monitor strengths and weaknesses, and recognise the level at which the student is achieving.
* Attend course and quality meetings to provide feedback on progress made towards achievements and student success.
* Support the team in the development of new procedures and materials.
* Support quality systems and procedures, assisting with the monitoring, evaluation and audit of the provision for external verification.
* Work with other trainers, assessors, teachers and learning mentors to ensure that all students receive high quality training.
* Utilise planning time effectively to ensure all resources and teaching materials are produced in an appropriate and professional manner and are effective, up to date, relevant and reviewed as part of the ongoing lesson review process.
* Support behaviour and attendance programmes, establishing and maintaining procedures with students.
* Improve relationships with parents/carers by having meetings and consulting with them regularly.
* Liaise with teaching staff, parents, outside agencies as necessary building meaningful relationships by communicating effectively with your colleagues, The Governing Body, other professionals within the Local Authority and Voluntary agencies.
* Participate in further training/professional development programmes in order to improve your own teaching.
* Maintain an awareness of your role in Behaviour Management methods and techniques, to implement Trust and School policies in relation to these and to undertake regular training as required.
* Contribute to planning and review meetings.
* Develop effective professional and constructive relationships with colleagues.

**Training**

You will:

* Support the individual training of students while working within the workshop areas and off site.
* Maintain accurate and detailed records of candidate progress and achievement.
* Attend courses and quality meetings to provide feedback on progress made towards achievements and student success.
* Support the team in the development of new procedures and materials.
* Support quality systems and procedures, assisting with the monitoring, evaluation and audit of the provision for external verification.

**Health/Safety/Welfare**

You will:

* Be responsible for your own health, safety and welfare in accordance with the School’s policy and the Health and Safety at Work Act, 1974.
* Be responsible for the Health, safety and welfare of any student being supervised.
* Maintain good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment
* Perform your duties in accordance with School’s Equal Opportunities Policy and Safeguarding Procedures.
* Perform all duties efficiently and with the utmost care and confidentiality.

**Personal and professional conduct**

You will:

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the School/Trust, and maintain high standards of attendance and punctuality
* Understand and act within the frameworks setting out their professional duties and responsibilities
* Be required to safeguard and promote the welfare of students, and follow school policies and the staff code of conduct.

**Other**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that you will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

The duties of the post will be reviewed annually and after due consultation with the post holder and if she/he wishes, with his/her trade union representative, changes in duties may be made in the light of the requirements of the service.

**Person Specification – Home Tutor**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualification and Experience** | * Demonstrate experience of motivating and supporting individuals to achieve * Ability to produce and prepare lesson plans, resources, schemes of work and activities that meet curricular requirements within the Quay School * GCSE English and Mathematics at grade C or above * Evidence of continuing professional development | * Experience of working in an environment where there are young adults * 2 years of relevant work experience * Have experience of successful team working and be committed to a team based approach * Working with pupils in an education setting * First Aid Qualifications |
| **Skills and Knowledge** | * Demonstrate exceptional organisational and planning skills with excellent timekeeping and attendance * Be able to demonstrate an understanding of the Schools equal opportunities and diversity policies * Excellent communication skills both verbal and written * Ability to take responsibility for recording data * Ability to offer excellent customer service and communicate at all levels with our diverse range of stakeholders * Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post | * Experience of using spreadsheets, Microsoft word and excel and willingness to train on the School’s Management Information System * Ability to undertake responsibility for stock taking and order supplies, using the school systems |
| **Personal qualities** | * Share our vision * A commitment to getting the best outcomes for all students and promoting the ethos and values of the school * High expectations for children’s attainment and progress * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * A belief that ALL students have the right to an education * Resilience – tomorrow is a new day with new opportunities * Willingness to work over student lunch hours and in different locations |  |
| **Other factors** | * Satisfactory pre-employment checks including DBS, references and full career history | * Own transport / full valid, driving licence |

# Notes: This job description may be amended at any time in consultation with the postholder.