

JOB DESCRIPTION



EAST RIDING
OF YORKSHIRE COUNCIL

Job Title: Learning Tutor

Post Number: S4064662

Responsible to: Support for Learning Officer

Scale Point: 4

Overall Purpose of the Job:

- Under the direction of the teacher, or line managers, and within the agreed educational plan, the postholder will undertake a range of duties which may include:

Principal Accountabilities:

- Developing an understanding of the specific needs of the student(s) to be supported taking into account the type of support involved.
- Undertaking activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and educational development, by for example: clarifying and explaining instructions; ensuring the student is able to use equipment and materials provided; assisting in identified areas, e.g. language, behaviour, reading, spelling, numeracy, handwriting/presentation, and the use of I.C.T.; helping students to concentrate on, and finish work set; meeting the physical needs of students as required whilst encouraging independence; liaising with the class teacher, SENCO and/or external support teacher about individual education plans (I.E.P.s) and student progress; developing appropriate resources to support the student(s).
- Assisting teaching staff (and other professionals as appropriate) in the planning and devising of learning and behaviour programmes for individual and groups of students.
- Participating in the implementation and evaluation of the support programme.
- In conjunction with the class teacher (and other professional as appropriate) developing a system of recording the student(s) progress.
- Contributing to the review of students' progress either verbally, in writing or through attendance at review meetings, as appropriate.
- Contributing to the assessment process with the teacher.
- Carrying out administrative tasks associated with the above duties as directed by the teacher, i.e. photocopying, writing short reports concerning individual pupils.
- Assisting in the maintenance of wall displays.
- Providing regular feedback about the student(s) to the class teacher or line manager.
- Meeting with SENCO, co-ordinators of Key Stage or curriculum areas, and other teachers, on a regular basis to discuss issues relevant to the area in order to improve practice in the whole area.
- Supporting teaching staff in the development of home/school links.
- Assisting in the smooth transition of students between educational phases
- Administering personal care, therapy programmes or first aid (where trained), assisting in the dispensation or administration of medically prescribed controlled drugs (as per appropriate school procedures), and assisting with students who are sick (as needed).
- Assisting with lunch and break time supervision of students on a rota basis.
- Helping with educational visits and outings.
- Attending staff meetings, teacher training days, and training courses as appropriate.

General Information:

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

PERSON SPECIFICATION

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	Essential	Desirable	How Measured During Recruitment and Selection Progress
Experience, Knowledge & Qualifications	<ul style="list-style-type: none"> GCSE Grade 4 or above in English & Maths or equivalent. Working towards NVQ level 2 equivalent or above in related area. Experience of working with children. Knowledge of behaviour management strategies. Knowledge of learning strategies. Knowledge regarding safeguarding practices. 	<ul style="list-style-type: none"> Previous experience of working within a school environment. NVQ level 3 equivalent or above in related area. Previous experiencing in similar role. Safeguarding training. 	Application Form Interview Questions References Qualification Certificates Interview Testing
Skills & Abilities	<ul style="list-style-type: none"> Excellent organisational skills Excellent interpersonal communication skills. Excellent problem solving skills and the ability to make decision using own initiative. IT Skills including Word, Excel, Outlook & Databases 37 hours per week, with some flexibility required. 	<ul style="list-style-type: none"> Knowledge and use of researching skills. Experience of handling conflict. Flexibility to cover all types of subjects 	Application Form Interview Testing Interview Questions References
Competencies			
	Core	Role Specific	
Manage Self	<ul style="list-style-type: none"> Acts with integrity and honesty at all times Reflects on and enhances own performance Manages workload effectively Communicates effectively Is assertive, not aggressive Presents self well and follows school policies Is organised, prepared and equipped for work 	<ul style="list-style-type: none"> Demonstrates and promotes the positive values, attitudes and behaviour they expect from the students. Has high expectations of all students, respecting their personal backgrounds and committed to raising their educational achievement. Familiar with the school curriculum and understands the main teaching and assessment methods for the students they work with. Demonstrates tenacity when making decisions. Is able to challenge individuals/decisions appropriately. 	Application Form Interview Questions References
Working With People	<ul style="list-style-type: none"> Suitable to work with children Treats others with respect Actively seeks & provides support from/to others Displays sensitivity to diverse opinions and contributions Works collaboratively with others 	<ul style="list-style-type: none"> Builds and maintains successful relationships with students, treats them consistently, with respect and consideration, and are concerned for their development as learners. Selects and successfully applies different methods for communicating effectively. Coaches and mentors others. 	Application Form CRB Interview Questions References

	<ul style="list-style-type: none"> □ Acts as an ambassador for the school 	<ul style="list-style-type: none"> □ Monitors the progress and quality of work against standards or expected performance. 	
Effective Use of Resources	<ul style="list-style-type: none"> □ Follows guidelines and instructions to ensure acting within the school procedures □ Actively seeks to undertake CPD and takes ownership of own development □ Uses appropriate new technologies □ Is conscious of costs and value for money 	<ul style="list-style-type: none"> □ Improves own practice including through observation, evaluation and discussion with colleagues. □ Uses ICT as appropriate to their role e.g. to advance students' learning, to record data as needed, etc. □ Seeks to share resources with others. □ Promotes the effective use of technologies. □ Freely shares own knowledge and experience with others. □ Encourages the sharing of resources and knowledge in own team and across the school. 	Application Form Interview Questions References
Achieving Results	<ul style="list-style-type: none"> □ Contributes to projects □ Plans own workload to meet agreed deadlines objectives and priorities □ Takes personal responsibility for own performance □ Has passion and enthusiasm to deliver beyond expectations □ Recognises problems and issues as they arise 	<ul style="list-style-type: none"> □ Promotes the successes of the school. □ Manages/contributes to management of projects. □ Identifies monitors and resolves service problems, recommending changes. 	Application Form Interview Questions References
Facilitating Change	<ul style="list-style-type: none"> □ Responds positively to change initiatives □ Accepts change as part of the business process □ Understands and contributes constructively to change □ Plans and implements change within own role □ Takes on new or different tasks willingly 	<ul style="list-style-type: none"> □ Uses positive communication to inspire others of the need to change. □ Understand and uses effective planning techniques. □ Shows commitment to supporting development needs of others. □ Recognises the barriers to change and works to remove these. 	Application Form Interview Questions References
Provide Direction		<ul style="list-style-type: none"> □ Acts as a role model to others in terms of behaviour, values and performance. □ Recognises and uses the skills of others and incorporates their ideas in to planning. □ Sets clear boundaries for colleagues and self, ensuring compliance with legal and ethical frameworks. 	Application Form Interview Questions References