Job Description

**Post Title:** Post 16 Tutor **Evaluation:** 525 Points **Grade: N7 Responsible to:** Head of School

**Responsible for:** Learning Support Assistants as allocated

**Job Purpose:** To be accountable for educational progress of post 16 and external pre 16 learners in a designated non- vocational programme by effective teaching and learning and contribute to the monitoring and development of Maths

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To set up, deliver and co-ordinate learning programmes. This will involve setting up learning opportunities internally or externally, contributing to initial assessment and induction, programme planning and review,

programme delivery, regular communication and planning with other stakeholders and aftercare.

1. To assess learners in accordance with the awarding bodies’ rules, regulations and good practice models.
2. To develop access routes and opportunities for all learners, providing advice, guidance and support to assist with the transition into

further education and beyond.

1. To develop appropriate enrichment and learning activities for Year 11 pupils related to post 16 transition, including taster days, interview preparation, short courses, and establishing a portfolio of work experience placements.
2. To develop and administer accreditation opportunities for learners to fulfil their programme aims and objectives.
3. To support pupils, parents, students and key staff in the application process for post 16 education, including monitoring and assessing the application process.
4. To undertake the supervision of Pre 16 students as required.
5. To supervise, monitor and review performance of allocated staff.
6. To identify and develop suitable work experience opportunities including the completion of all associated documentation including Health & Safety vetting and risk assessment.
7. To develop a network with post 16 providers to explore the range of options available to all learners pupils and work cohesively with Connexions, key staff, specialist agencies and other professionals including organisation and leading multi-agency meetings.
8. To lead selected reviews for allocated pupils and provide pastoral support for Learners in order to identify barriers to learning and/or progression, and to develop strategies for overcoming these.
9. To develop and implement personal care programmes for pupils, e.g. arranging GP appointments, teaching personal hygiene.
10. To be responsible for the managing and ensuring a safe working environment for the learner. To ensure compliance with all fire, health and safety regulations and procedures.
11. To prepare and maintain appropriate records, statistics and files to meet all contract/funding requirements. To be aware and adhere to all funding guidelines that may impact on any activities or work undertaken.
12. To liaise with managers, supervisors, and employers to ensure agreed programmes are being delivered and that any issues are dealt with quickly and efficiently.
13. To attend training courses appropriate to the post in order to enhance personal and professional development, as well as to increase the quality of the service delivered by the agency.
14. To promote and implement the School’s Equality Policy in all aspects of employment and service delivery.
15. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school’s policies and procedures.