

JOB DESCRIPTION

Job Title: STP Support Tutor

Grade 3: SCP 20 - 28

Purpose of Job Role:

The job involves actively supporting/facilitating work set by the home schools or delivering learning programmes from the Academy's established curriculum. This will be both via face-to-face and online sessions for Primary and Secondary young people who are unable to attend mainstream school due to their medical conditions. The role includes:

- Providing one to one tutoring in the home across a range of subjects **including Maths and English** with support from home schools and James Brindley Academy teachers.
- Providing remote, (online), tutoring to individual young people and/or small groups.
- Providing key worker pastoral support and guidance for young people and their families about for future transitions and/or pathways; keeping safe, e-safety; personal, social and health education.
- Accompanying children and Young People on visits and activities outside the home, e.g. well-being programmes.
- Monitoring, assessing and reporting on progress.

Duties and Responsibilities:

- To deliver a personalised blended learning programme of online and face-to-face support as agreed with the Centre Leader.
- To act as a role model and set high expectations of conduct to ensure good behaviour following James Brindley Academy's Positive Behaviour Policy.
- To keep appropriate records, following processes adopted by the team.
- To support the use of ICT and other equipment and materials to enable young people across the curriculum.
- To register young people according to Academy procedures.
- Maintaining contact with young people's home schools.
- To ensure the sessions meet the highest standards of practice and organisation as well as being engaging and effective.
- To be aware of the medical barriers to learning and how to overcome these, ensuring all young people make progress.
- Regular monitoring and reporting of individual progress; reviewing as appropriate.
- To monitor, assess and report progress with regard to individual young people, ensuring personalised and effective timely intervention.
- Plan and deliver lessons provided from Schemes of Work.
- Adapt tutoring to meet individual learning needs.
- Provide tutoring for Personal Development, if required.
- To participate in the development and maintenance of effective communication within the Academy; and with parents, schools and relevant agencies.
- Meeting regularly with the Academy's supervisor/mentor.
- Attending centre briefings and meetings.

Any other duties as commensurate within the grade in order to ensure smooth running of the Academy.



Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all Academy systems and procedures.
4. Abide by and adhere to all Academy policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Academy.
9. May be required to work at other James Brindley centres as the needs of the Academy dictate.
10. Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
11. To promote value systems as defined within Keeping Children Safe in Education and to support inclusive practice.
12. To perform other such duties as the line manager, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Team/s: Parkway and remote working

Responsible to: Centre Leader, Vice Principal and Principal

Responsible for: n/a

Job description issued after consultation

Signature of the Principal.....

Date

Copy received by

Signature of the Post holder.....

Date



Information for Short Term Provision Tutor applicants - Parkway

James Brindley Academy delivers education across 10 sites including teaching centres and hospitals throughout Birmingham.

This role is based at our Parkway Centre, with KS4/Secondary young people.

A large part of the role is on-line and in the home of the young person.

We provide education for children and young people aged 14 to 16 who are unable to attend mainstream school due to their medical conditions or special educational needs.

The Short-Term Provision team for Parkway provides home tuition and centre-based support for secondary age young people. All of these young people are unable to leave their home to attend school on SEMH / medical grounds.

It is our aim to ensure that all tuition is of a high quality with a view to:

- preventing young people from falling behind their peers in school,
- allowing them to take appropriate qualifications, and
- enabling them to reintegrate successfully back into school as soon as possible.

We personalise the academic and pastoral support provided in the light of medical information, prior educational attainment and any relevant aspirations and future plans. The blended learning programme, with a mix of online and face-to-face sessions, is delivered mainly during the normal school day.

We seek to provide a package which will be comparable to full-time attendance at school but essentially offers 5 core hours. Please note, however, that we normally start out with a few hours and then try to build this up as part of a transition plan. We encourage and support independent learning and can loan IT equipment if appropriate. Whenever possible we keep in close contact with the young person's home school and encourage them to provide schemes of work and relevant resources.

Our staff team includes specialist qualified Secondary teachers and tutors who all have the skills and expertise to effectively engage with children and young people from age 4-16. This service also draws on our Academy-wide services such as careers, work experience and personal development.

We encourage those who are physically able to travel to complete some of their 1:1 sessions within one of our teaching centres. These young people will also be offered the opportunity to participate in our Well-Being activity programme, (usually on a Wednesday afternoon), which takes place at 4 of our teaching centres. We will also offer them the opportunity to participate in trips and visits. The hope is that support will either result in a return to the young person's home school or, if there is availability, to gain a space at our Parkway centre.

For this role you will be the sole Support Tutor at Parkway, for up to 6 STP young people. You will be supported by the STP SENCO and Assistant Centre Leader at Parkway.

