



Job Description Tutor

Responsible to: Head of Education and Head of Inclusive Lives

Responsible for: Learning Support Workers

Job Purpose: To ensure the progress of all students through providing an inspiring curriculum that meets their needs, planning and evaluating sessions, managing resources and establishing relationships that create the optimum conditions for learning .

Key responsibilities:

Main

1. Take responsibility for education and care of the learners within your curriculum area in accordance with their needs as set out in Individual Learning plans, Behaviour Support Plans, Care-Plans, Risk Assessments and any other relevant documentation.
2. Design an inspiring curriculum that enables all learners to make clear progress in your subject area.
3. Establish positive relationships acting as a role model and being aware of and responding appropriately to individual needs.
4. Work together with members of staff in all areas of the organisation to achieve best results for learners and colleagues.
5. Promote the inclusion and acceptance of all learners at all times.
6. Work towards achieving best practice in the provision of education and training as set out in annual Quality Improvement Plans.
7. Take responsibility for integrating the teaching of Essential Skills, ICT and communication skills in activities and record outcomes against targets.
8. Complete and update any paperwork that needs to be produced to comply with statutory regulations and funding bodies' requirements as well as the organisation's own requirements.
9. Create accredited courses for learners relevant to the curriculum area and ensure that these are completed according to deadlines.
10. Participate in the assessment, recording and reporting of learners' work and progress and to communicate and consult with stakeholders when required.
11. Develop resources for teaching and learning.
12. Manage effectively and efficiently any resources allocated within an agreed budget.
13. Ensure Tutor Group Schemes of work and other planning documentation maximises opportunities for learner progress.
14. Uphold the safeguarding and promotion of all learners at all times.
15. Participate in meetings of the education team.
16. Ensure all Learning Support Workers understand individuals' learning goals and associated progress recording requirements.

General

1. Working according to the policies and guidelines of the organisation.
2. To be committed to Continuous Professional Development (CPD).
3. Improving your own understanding of the values that underpin the work in the organisation by attending relevant induction and training.
4. Respect confidentiality at all times.
5. Through personal example demonstrate commitment to equality and diversity ensuring equality of access and treatment for all.
6. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature:

Date:

Employee Signature:

Date:

Person Specification Tutor

Requirement	Essential or Desirable?	How Assessed?
<p>Knowledge & Understanding: Teaching qualification (PGCE, PTLLS or equivalent) Subject specific experience for the post applied for. A good understanding of relevant issues for learners with learning difficulties and disabilities. Experience in working with learners with learning difficulties and disabilities. Awareness of Health & Safety and safeguarding needs of learners.</p>	Desirable Essential Essential Desirable Essential	Application Application Application & Interview Application & Interview Application & Interview
<p>Skills & Abilities: Excellent interpersonal skills. Excellent communication skills. Excellent planning skills. Excellent organisational skills. Good IT skills.</p> <p>Ability to work effectively with learners with learning difficulties and disabilities, including emotional and behavioural difficulties and challenging behaviour. Ability to prioritise workload and meet strict deadlines. Ability to work independently and as part of a team.</p>	Essential Essential Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Application & Interview Interview Interview Interview
<p>Personal Attributes: Sensitive to learner needs and ability. Self-motivated. Innovative. Commitment to personal development. Flexible in approach. Reliable.</p> <p>Honest.</p>	Essential Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Interview Interview Reference & Interview Reference