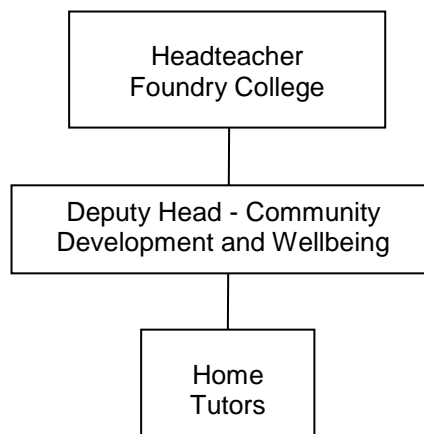




## JOB DESCRIPTION

<b>Job Title:</b>	Home Tutor	<b>Job Ref:</b>	FC022
<b>Reports To:</b>	Deputy Head	<b>Location:</b>	Foundry College or Pupils' Homes
<b>Grade:</b>	Main Pay Range	<b>Salary:</b>	MPR Point 6 (Maximum)
<b>Employment Status:</b>	Casual Contract	<b>Hours of Work:</b>	As agreed
<b>College Vision:</b>			
<p>Foundry College is committed to:-</p> <ul style="list-style-type: none"> <li>• Excellence that inspires learning, achievement and enjoyment for all</li> <li>• Supporting all learners to fulfill their potential in a challenging and safe environment</li> <li>• Promoting respect, nurturing the positive and developing skills for life.</li> </ul>			
<b>Team Purpose</b>			
<p>To work towards the College vision and ethos:-</p> <ul style="list-style-type: none"> <li>• Preventative work in helping schools to develop strategies for behaviour management, including the delivery of in-service training.</li> <li>• Supporting schools, teachers, support staff and pastoral staff in the management of individual pupils and groups of pupils with BESD.</li> <li>• To ensure continuing educational provision for pupils educated outside school.</li> <li>• At all times to promote and safeguard the welfare of all young people who live or access service, or who are looked after by Wokingham Borough Council.</li> </ul>			
<b>Job Purpose:</b>			
<p>To provide support to schools, pupils and families both at individual and systemic levels in the management of behavioural, emotional and social difficulties and to help children referred to overcome those difficulties thus enabling them to achieve their education potential.</p>			

### Organisation Chart



## **Summary of Main Contacts**

- Children's Services' colleagues
- Members of the Management Committee
- Councillors
- Schools / Colleges
- Alternative education providers
- Parents / carers / pupils
- Partner agencies including health
- CAMHS,
- Other LA departments e.g. property, housing, community safety

## **Health and Safety Responsibility**

In accordance with the provisions of the Health and Safety at Work Act 1974 take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.

## **Main Responsibilities**

- All teaching staff are expected to meet the National Standards for Teachers in addition to the job description detailed below.

## **Leading Learning and Teaching**

- Ensure a consistent and continuous College-wide focus on young people's achievement, using data and benchmarks to monitor progress.
- Establish creative, responsive and effective approaches to learning and teaching.
- Ensure a culture of challenge and support, where all young people can achieve success and be engaged in their own learning.
- Ensure recognition of social and emotional development is included in all assessment and monitoring.
- Demonstrate and articulate high expectations and set stretching targets for the whole College community.
- Determine, organise and implement a diverse flexible curriculum and implement an effective assessment framework.
- Take a strategic role in the development of new and emerging technology to enhance and extend the learning experience of young people.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels, and ensure effective corrective action and follow up.

## **Developing Self and Working with Others**

- Treat students, staff and parents fairly, equitably and with dignity and respect to create a positive College culture.
- Ensure the development and maintenance of effective strategies and procedures for staff induction, professional development and performance review.
- Celebrate the achievement of individuals and teams.
- Manage own workload and that of others to allow an appropriate work / life balance.
- Regularly review own practice, set personal targets and take responsibilities for own personal development

## **Managing the Organisation**

- Produce and implement clear, evidence based improvement plans and policies for the development of the College.
- Contribute to an organisational structure which reflects the College values and enables management systems, structures and processes to work effectively in line with legal requirements.
- Implement successful performance management process.

## **Securing Accountability**

- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigours review and evaluation.
- Provide the Management Committee, Local Authority and Headteacher with any information and support to enable them to meet their responsibilities.
- Develop and present an accurate account of the College performance to a range or audiences as require.

## **Other Duties**

- To be aware of and assume the appropriate level of responsibility for Safeguarding and promoting the welfare of children and to report and concerns in accordance with the College Safeguarding policy.
- To comply with the College Health and Safety policy.
- To work with due regard to the health and safety of themselves and others.
- To support the Headteacher in the development and implementation of health and safety practices.
- To draw attention to health and safety problems.
- To be conversant with, and carry out, relevant national legislation and WBC Departmental and Foundry College policies.
- Teachers may be required to work across Foundry College provisions to meet the needs of pupils.

## **Specific Responsibilities**

- Deliver the curriculum as agreed with the Deputy Head.
- Write regular reports on progress of pupils and contribute to reports for other section / agencies as required.
- Contribute to Individual Learning Plans and Behaviour Management Plans for pupils on roll.
- Liaise with schools, parents/carers and other agencies, as required.
- Take part in the appraisal process for teachers, including participating in appropriate individual and group training opportunities.
- Act within the Equal Opportunities Principles and guidelines.
- Carry out these and other duties of a similar nature as may be required by the College.  
The role is flexible and the list is not exhaustive.

This Job Description sets out the duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed and as such cannot of themselves justify a re-grading of the post.

## **Additional Information**

- Foundry College is committed to safeguarding children and promoting the welfare of children and young people / vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

- This post is subject to an Enhanced DBS check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance/s will need to be sought.
- CVs will not be accepted.

### **Transport**

- You must be able to meet the travel requirements of the post

\*As part of the pre-employment checks that are undertaken for this role, you will be asked to complete a Pre-Employment Medical Questionnaire. The questionnaire is confidential, and is screened by our Occupational Health Department, who will ensure that you are medically fit for this role before being formally offered the position.

## PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

**E** = Essential to carry out role to minimum

**D** = Desirable but not essential to carry out the role

	Essential	Desirable
<b>Qualifications:</b>		
Qualified Teacher	√	
Knowledge of working with children with emotional and behavioural difficulties / special education needs	√	
The ability and willingness to teach across a wide age range	√	
An additional qualification in a relevant specialism e.g. SEN		√
Experience of teaching at an Early Years and Primary Level	√	
<b>Skills / Abilities:</b>		
The ability to maintain consistent behavioural boundaries	√	
The ability to work as part of a team	√	
The ability and confidence to take responsibility for planning and delivery of appropriate curriculum and intervention	√	
The ability to draw up Individual Learning Plans for pupils which include both academic and behavioural targets.		√
Good interpersonal communication skills	√	
The ability to use Information Technology effectively	√	
<b>Experience:</b>		
Successful classroom practice at either primary or secondary school	√	
A proven track record in behaviour management	√	
Experience of using diagnostic tools to identify literacy needs	√	
Experience of implementing intervention programs for literacy	√	
<b>Personal Qualities:</b>		
The ability to build positive and appropriate relationships with young people	√	
The ability to motivate children / young people who may have previous negative educational experiences and act with integrity	√	
The ability to remain calm in stressful situations	√	
Personal resilience and emotional strength	√	
A sense of humour	√	
Must be a good role model to students	√	
Must be adaptable and willing to accept guidance and support	√	
<b>Special Factors:</b>		
The post holder must possess a driving licence and have access to a vehicle for which mileages allowances will be paid.	√	