

Post Title:	Tutor
Salary & grade:	Band G: scale point 19-23 £29,777 - £32,076 FTE £22,634 -£24,382 pro rata (based on 45 weeks)
Hours	Full time 32.5 hours per week
Line manager/s:	The postholder will be responsible to the Post 16 Centre Manager



Main purpose of the job:

The post holder will be responsible for establishing and maintaining an holistic overview of the development, welfare, achievement and progression of students in a small 6th Form tutor group with pupils following bespoke programmes. Planning, teaching and assessing for the group as well as holding pastoral responsibilities as outlined below.

Key duties and responsibilities

- Secure staff commitment to a clear vision and common purpose.
- Attend and contribute to any meetings associated with Sixth Form provision or School Improvement.
- Directly line manage a small team of Teaching Assistants to ensure effective and timely support and monitoring of students.
- To undertake teaching and pastoral responsibility for a group of Sixth Form students – leading by example.
- Liaise effectively with School Leaders, teachers and families to ensure that each student’s progress is tracked and any barriers identified quickly.
- Promote high expectations and achievement for all students so that each student achieves his/her potential.
- Promote equality and enable the educational and social inclusion of all students.

Students:

- Provide leadership, vision and common purpose for students in the Sixth Form.
- Ensure the Person Centred ethos is central to all work
- Ensure high quality planning, recording and assessment meets student needs effectively.
- Ensure a seamless transition for all students new to sixth form and Post 19 provision, prioritising support for the student and their family pre-admission and post-transition.
- Liaise with appropriate individuals and agencies to assure that our students receive the correct support and to ensure effective communication with agencies.

Pupil Progress:

- Monitor and assess the progress and attainment of individual students and of groups of students, in accordance with baseline data and prior attainment.
- Identify students who are underachieving and negotiate and co-ordinate, with all relevant parties, strategies to improve their performance and secure progress.
- In conjunction with Deputy Headteacher, identify accreditation and qualification patterns and trends over time in order to inform appropriate action.

Support for the Curriculum:

- Contribute to whole-school curriculum planning by developing a comprehensive understanding of the post-16 curriculum.
- In conjunction with the Post 16 Centre Manager identify accreditation providers and keep up to date with DfE

legislation.

- Work with the Post 16 Centre Manager to develop the Sixth Form Offer in response to needs and interests.

Line Management:

- Ability to line manage and undertake recruitment, induction, training and mentoring of Teaching Assistants.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Please ensure you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.