

Post title: Post 16 Tutor

Salary and grade: NJC 22-28 FTE £33,699 - £39,153 (Actual Salary - £25,615 - £30,291)



Hours: 32.5 hours per week, Term Time Only (Part-time negotiable)

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 a 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

Responsible for:

- 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 Centered 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

Additional duties:

As appropriate, the post holder's duties must be carried out in compliance with the following:

- Equal Opportunities Policy and Strategy;
- Information and Data Security Policies;
- ESFA's Financial Regulations as set out in the Academy Handbook;

- Health and Safety at Work Act (1974) (and subsequent health and safety legislation);
- Data Protection Act 2018;
- Information Records Management Toolkit for Schools.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character 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 MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member schools.

Person Specification

		Essential	Desirable
Qualifications & Skills	A teaching qualification relevant to the Post 16 sector i.e. PTTLS, DTTLs, PGCE Significant experience in a SEN school or college environment.		
	Experience of developing, implementing and sharing teaching and learning strategies to meet complex needs.		
	A willingness to lead and facilitate in Person Centred Reviews		
	To delegate tasks efficiently and effectively.		
	Committed to safeguarding and promoting the welfare of children and young people.		
	Ability to plan, prepare and deliver learning activities to individuals, groups and classes		
	Ability to organise, lead and motivate a team.		
Knowledge & Experience	A good understanding of the Accreditation and Person-Centered working.		
	A good understanding Post 16 curriculum, transition routes and opportunities.		
	A good understanding of child development.		
	Knowledge and experience of using a range of different technologies to support teaching and learning.		
	Understanding and willingness to promote school policies and procedures relating to child protection, health, safety and security		
Personal Effectiveness	Constantly improve own practice and knowledge through self-evaluation and learning from others		
	Proactive and positive approach to working with other people.		
	Ability to relate well to adults and young people.		

		Essential	Desirable
Thinking Ability & Mental Demands	Is able to work flexibly and problem solve in order to meet individualised needs.		
	Ability to reflect upon own practice in order to improve.		
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	Ability to reflect upon own practice in order to improve.		
	Is a creative and innovative practitioner who is able to think outside the box to provide exciting and engaging learning opportunities		
Interpersonal Relationships & Communication Skills	Plans and organises work, works flexibly to get the job done on time, and ensures work is high quality.		
	Listens to others' views, seeks feedback and deals with it constructively, shares knowledge and practice, suggests ways of doing things differently to improve.		
	Treat all people equally, fairly and with dignity and respect.		
	Has a positive approach to team working.		
	To positively direct and lead the work of others.		
	Treat all people equally, fairly and with dignity and respect.		
General	Knowledge and understanding of health and safety, including the ability to identify and minimise risks.		