

Woodlands Community College
Job Description
 EBSA Community HLTA Tutor

| | |
|--|--|
| Post Title | EBSA Community HLTA Home Tutor |
| Purpose: | <p>Build positive, trusting relationships with students and their families.</p> <p>Plan and deliver engaging, personalised English, Maths and Science lessons based on our established curriculum.</p> <p>Provide high-quality tuition within students' homes to support their individual learning journeys</p> <p>Monitor progress, celebrate success and work closely with Senior Leaders to ensure smooth and successful reintegration into school.</p> <p>Collaborate with colleagues to provide exceptional educational experiences and outstanding pastoral support.</p> |
| Reporting to: | SLT Line Manager for Attendance |
| Liaising with: | Deputy Head Teacher for Attendance and Behaviour, Assistant Head Teacher for Attendance, SENDCo team, The Harbour staff, Heads and Deputy Heads of Year, Subject Leaders. |
| Working Time: | Full time |
| Salary/Grade: | |
| Disclosure level: | Enhanced |
| MAIN DUTIES | |
| Planning and Delivering Key Skills Interventions | <p>Plan, prepare and deliver high-quality targeted interventions in literacy and numeracy to meet the individual needs of students.</p> <p>Use assessment data to identify gaps in learning and tailor intervention programmes accordingly.</p> <p>Monitor, assess and record student progress, adapting provision as required.</p> <p>Provide structured feedback to students and relevant staff on progress and next steps.</p> |
| Curriculum Alignment and Reintegration Support | <p>Liaise closely with subject leaders and class teachers to ensure intervention sessions align with the main school curriculum content.</p> <p>Plan sessions that reflect current schemes of learning to support</p> |

| | |
|--|---|
| | <p>successful reintegration into EBSA Provision (The Harbour) and then mainstream lessons.</p> <p>Support students in developing the skills, confidence and independence required for reintegration.</p> <p>Attend planning meetings and contribute to pupil progress discussions where appropriate.</p> |
| | |
| Enrichment Provision | <p>Plan and deliver engaging enrichment sessions that support students' personal development, social skills, resilience and emotional wellbeing.</p> <p>Develop activities that broaden students' experiences and build confidence, motivation and engagement in learning.</p> <p>Promote positive behaviour, self-regulation and a sense of belonging</p> |
| Partnership Working | <p>Liaise with parents and carers to provide updates on student progress, engagement and wellbeing.</p> <p>Contribute to meetings with families to support student reintegration and achievement.</p> <p>Work collaboratively with external agencies, where required, to support the progress and wellbeing of students accessing Home Tuition.</p> <p>Maintain accurate records of communication and agreed actions.</p> |
| Other Responsibilities | <p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example</p> <p>To take responsibility for, and demonstrate commitment to, own professional development and to engage in training provided to support the specific provision</p> <p>To engage actively in the appraisal review process</p> <p>To undertake any other duty as specified by Head Teacher not mentioned in the above</p> |
| <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from the Head Teacher to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job</p> | |

applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Date: _____
(Post Holder)

Signed: _____ Date: _____
(Line Manager)