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**Job Description: 1:1 tutor for learning and therapeutic support**

**2 years fixed term contract**

**Key Responsibilities:**

1. **Learning and Teaching**

* To have an understanding of the national curriculum and current developments nationally and locally in learning and teaching approaches for pupils with SEND.
* To plan and deliver a personalised curriculum to a pupil who requires specific lesson content to be adapted and delivered to support their therapeutic needs. Some lessons will need to be delivered on a 1:1 basis.
* To support the pupil within the lessons for which they can access lesson content.
* To liaise and work collaboratively with all professionals involved with the pupil, ensuring that all programmes are integrated into a holistic and personalised learning programme.
* To assist in producing plans for individualised programmes such as risk assessments and behaviour support plans, reviewing and updating them regularly.
* To make sure that you meet the aims and objectives of the equal opportunities policy.

1. **Assessment, Recording and Reporting**

* To ensure effective daily communication between the school and the parents of the learner and wider professionals, as necessary.
* To analyse assessment information on the specified pupil, maintaining an overview of individual progress, identifying strengths and weaknesses, and acting on that information to ensure the pupil is able to make progress.
* To contribute to and support the lead tutor with the updating of the annual EHCP report and annual review.
* To produce, monitor and review personalised learning plans for the pupil.

1. **Learning, Support and Development**

* To be responsible for the personal development, safety and general welfare of the pupil supported and of other pupils in classes, noting and passing any concerns to your line manager (or DSL).
* To work with external agencies and professionals in developing therapeutic strategies in supporting the pupil.
* To operate in the ethos or Relational and Restorative Practice.
* To support the pupil’s pastoral care in a teacher/tutor role.
* To engage in medical training in order to support the pupil’s medical needs.
* To approach the pupil with empathy and curiosity.
* To encourage the pupil to become independent in both their learning and personal development.
* To promote a positive approach to learning.
* To liaise with school staff as necessary
* To communicate and consult with the parents of the pupil
* To register and monitor the attendance of the pupil, reporting any concerns to your line manager
* To ensure a safe and secure environment within the classroom, following the agreed school health and safety procedures
* To participate in staff induction and probation and ongoing staff CPD, alongside the appraisal process as described in the school’s Appraisal Policy.

Signed Employee………………………………………………. Date……………………….

Signed Manager…………………………………………………Date………………………

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**Person Specification for Class Teacher (general)**

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| --- | --- | --- | --- |
| Criteria | Essential |  | **Evidence from:** |
| Qualifications, Career Development and Experience | * Qualified Teacher Status * Evidence of a strong interest in teaching pupils with complex learning needs * Recent and successful experience of teaching pupils with special educational needs * Experience of using and adapting the national curriculum * Show a proven commitment to effective continuing staff development |  | Application form  Interview  Reference |
| Personal Qualities | * Commitment, enthusiasm and drive to achieve * An ability to create, sustain and develop team working * An absolute commitment to the provision of a high-quality education for all * Commitment to setting appropriate and demanding expectations for pupils’ learning and motivation |  | Application form  Interview  Reference |
| Knowledge and skills | * A knowledge of the National Curriculum and other statutory requirements * An ability to articulate and demonstrate the characteristics of effective learning and teaching * A commitment to the development of individualised learning programmes * High expectations for pupils' behaviour, establishing and maintaining a good standard through well-focused teaching and through positive and productive relationships. * Demonstrate an ability to assess how well planned learning outcomes have been achieved and use this assessment for future teaching * An ability to assess pupil attainment using appropriate level descriptors * Able to secure progress towards pupil targets * A clear understanding of the applications of ICT in it’s broadest sense, to support learning |  | Application form  Interview  Reference |
| Partnerships – knowledge and skills | * Able to maintain effective partnerships between parents and the school’s staff so as to promote pupils’ learning; communicate effectively; providing information to parents about targets, achievements and progress. * Experience of and commitment to involving parents in the education of their children |  | Application form  Interview  Reference |

Person Spec/Class Teacher 2017