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

**1 year fixed term contract**

**Key Responsibilities:**

1. **Learning and Teaching**

* To have an understanding of the national curriculum 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.

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 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 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 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 Tutor for Learning and Therapeutic Support**

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| Criteria | Essential |  | **Evidence from:** |
| Qualifications, Career Development and Experience | * Evidence of a strong interest in supporting pupils with complex learning needs, including social and communication difficulties. * Recent and successful experience of supporting pupils with special educational needs. * Experience of using and adapting the National Curriculum. |  | 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 | * An awareness of the National Curriculum and other statutory requirements. * Effective and clear communication, with excellent written English. * A commitment to the development of individualised learning programmes. * High expectations for pupils' behaviour, establishing and maintaining a good standard through well-focused support and through positive and productive relationships. * Able to secure progress towards pupil targets. * An understanding of the applications of ICT in its 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~~;~~ 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 |