

1. INTRODUCTION

- 1.1 JOB TITLE:** Home Tutor
- 1.2 JOB PURPOSE:** To support students who are currently unable to attend lessons onsite. 1:1 sessions with pupils will be delivered in the home or in the community
- 1.3 ACCOUNTABLE TO:** Headteacher/Deputy headteacher or Assistant Headteacher
- 1.4 SALARY SCALE:** F
- 1.5 LOCATION:** Off site/Harbourside
- 1.6 DBS Disclosure Level:** Enhanced

2. General Duties and Responsibilities

- 2.1 To work effectively with colleagues to achieve the School's mission and strategic priorities.
- 2.2 To support, contribute to and take personal responsibility for implementing the School's commitment to Equality and Diversity.
- 2.3 To contribute to a culture of continuous improvement through participation in the CPD programme.
- 2.4 To support and participate in all initiatives to ensure the School has a safe and healthy environment for all students, staff and visitors.
- 2.5 To carry out other duties that are required within the role as it evolves within the development of the school.
- 2.6 To maintain an awareness of your role in Behaviour Management methods and techniques and to implement The Quay School policies in relation to these and to undertake regular training as required.

3. Specific Duties and Responsibilities

- 3.1 Assess and support students on home tuition
- 3.2 Continuous development of quality and value for money of outdoor and life skills.
- 3.3 To provide support for students in life skills and careers.
- 3.4 To work with other home tutors, teachers and support staff to ensure that all students benefit from high quality teaching & learning.
- 3.5 To support and identify additional needs of students.
- 3.6 To maintain accurate and detailed records of candidate progress and achievement.
- 3.7 To attend course and quality meetings to provide feedback on progress made towards achievements and student success.
- 3.8 To support the team in the development of new procedures and materials.
- 3.9 Support quality systems and procedures, assisting with the monitoring, evaluation and audit of the provision for external verification.
- 3.10 To undertake such duties and responsibilities of an equivalent nature as may be determined by the Headteacher or nominated representative after consultation with the post-holder and if he/she wishes with his/her Trade Union representative.

4. SCHOOL ETHOS

- 4.1 Play a full part in the life of the School community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- 4.2 Promote actively the School's corporate policies.
- 4.3 Comply with the School's health and safety policy and undertake risk assessments as appropriate.

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

The job description identifies major duties and responsibilities and does not attempt to list every task within the stage of the job. The duties of the post will be reviewed annually and after due consultation with the post holder and if she/he wishes, with his/her trade union representative. Changes in duties may be made in the light of the requirements of the service.

PERSON SPECIFICATION

Post:	Home Tutor	Essential / Desirable Criteria
Experience		
1	Demonstrate experience of motivating and supporting individuals to achieve	Essential
2	Experience of working in an environment where there are young adults	Desirable
3	2 years of relevant work experience	Desirable
4	Ability to produce and prepare lesson plans, resources, schemes of work and activities that meet curricular requirements within the Quay School	Essential
5	Have experience of successful team working and be committed to a team based approach	Essential
6	Working with pupils in an education setting	Desirable
Skills and Abilities		
7	Demonstrate exceptional organisational and planning skills with excellent timekeeping and attendance	Essential
8	Be able to demonstrate an understanding of the Schools equal opportunities and diversity policies	Essential
9	Excellent communication skills both verbal and written	Essential
10	Experience of using spreadsheets, Microsoft word and excel and willingness to train on the School's Management Information System	Essential
11	Ability to take responsibility for recording data	Essential
12	Ability to undertake responsibility for stock taking and order supplies, using the school systems	Desirable
13	Ability to offer excellent customer service and communicate at all levels with our diverse range of stakeholders	Essential
Education and Qualifications		
14	GCSE English & Mathematics at grade C or above	Essential
15	Full valid driving licence and own vehicle to use	Essential
16	First Aid Qualifications	Desirable
Training / Continuous Professional Development		
17	Evidence of continuing professional development	Essential
Other		
18	Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post	Essential
19	Be prepared to work in an environment that can be challenging	Essential
20	Willingness to work on their own and manage their time effectively	Essential