

## **Job Description - Specialist Outreach Tutor**

**Team:** Pathways

**Responsible to:** Head of Service

### **Job Purpose:**

- To contribute to the work of the Pathways Team by providing high quality tutoring in Maths and English up to GCSE level
- To offer advice and training to colleagues and to work within SEND Services for *your* School as a Specialist Outreach Tutor
- Lead the strategic development, implementation, and compliance of AQA certification processes to ensure all educational programmes meet JCQ and awarding body standards

### **Key Responsibilities**

- Plan and deliver engaging lessons, with a strong focus on student participation
- Establish positive, professional relationships with students, parents, carers and staff
- Safeguard children and young people and promote their welfare

### **Overall Responsibilities:**

- Devise lesson plans and sequences of learning based on curriculum guidelines at Key Stage 3 and 4
- Support students on a 1:1 basis in the family home or at Oak Farm
- Encourage student participation and performance
- Supervise students whilst they complete tasks independently
- Answer student questions
- Set additional work or exercises for students to practice their skills
- Assess and report on students' academic achievements
- Write reports, with sensitivity, that make appropriate recommendations
- Develop and share resource ideas, recommendations, web links and interventions with other specialist teachers and in the wider team
- Liaise and work alongside a wide range of professionals to support the student
- Attend team meetings and professional development opportunities
- Adhere to the General Data Protection Regulation (GDPR) legislation
- Proactively promote and safeguard the welfare of children and young people
- Ensure all Service policies and procedures are adhered to
- Be aware of and implement health and safety protocols
- Ensure lone working procedures are followed
- Undertake any other duties deemed appropriate to the role by the Head of Service

### Person Specification - Specialist Outreach Tutor

Qualifications and training	Essential	Desirable
Qualified Teacher Status (QTS)	X	
A degree (BA/ BSC) in Education or a subject-specific degree with a PGCE	X	
Experience and Knowledge	Essential	Desirable
Ability to manage behaviour effectively and maintain a safe, positive learning environment	X	
Current SEN educational legislation and the implications for whole school development – with reference to the Code of Practice		X
Understanding of relevant curriculum requirements (KS3 and KS4) and assessment strategies	X	
Experience in supporting diverse needs, including SEN/ SEND	X	
Personal Skills	Essential	Desirable
Excellent interpersonal skills	X	
Effective communication skills, both orally and in writing to a variety of audiences	X	
Ability to be resourceful and flexible	X	
A caring professional manner and ability to communicate effectively with a wide range of stake holders	X	
Readiness to seek and respond to advice and guidance	X	
High personal standards at work	X	
Ability to travel across Worcestershire and, as required, further afield	X	

Application forms can be downloaded from the vacancies section on Chadsgrove School’s website  
<https://www.chadsgroveschool.org.uk/web/vacancies/205190>