JOB DESCRIPTION

Post: Tutor

Key purpose

Tutors support young people on a 1:1 basis who are unable to access education or who require further support in a specific curriculum area. Tuition sessions can be requested by local authorities, mainstream schools or alternative provisions, with sessions usually taking place off-site in venues such as homes or libraries. Tuition sessions can range from one to five hours per day (within and outside of school hours) depending on the student's timetable and capabilities.

Providing academic and pastoral support for students aged from EYFS to Post-16 with a range of needs including:

- SEND (special education needs and disabilities)
- SEMH (social, emotional and mental health)
- emotional-based school refusal
- medical needs, and
- EAL (English as an additional language).

Key responsibilities

- Deliver core subjects to students unable to access education, with lessons tailored to students' needs and identifying any gaps in knowledge.
- Build positive relationships and help students overcome barriers to learning,
- Engage and support students to reintegrate back into education or transition to a new school placement.
- Implement teaching and learning strategies based around the student's PEP/EHCP (personal education plan/education, health and care plan) and make adjustments to maintain focus and motivate students.
- Liaise with schools to gain schemes of work and report any issues or concerns when necessary.
- Complete weekly reports of student engagement and attainment and record weekly attendance figures.
- Ensuring the young person(s) is aware of personal safety and their right to be safe from abuse.

These are the responsibilities that we've found most common to this role, but they are open to change and you may be asked to perform other tasks within reason.