

**Phoenix Learning and Care Ltd
Oakwood Court College**

Job Description

1. Post:	Tutor
2. To Whom Responsible:	Principal
3. Line Manager	Curriculum or Accreditation Manager
4. Salary Scale:	Academic Staff including Vocational Trainer

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.

The duties of Tutor include:

1. a) Plan, prepare and evaluate course; including structuring schemes of work and lesson plans to College standards.
- b) Teach assigned students, according to their educational needs and where appropriate prepare them for formal assessment including accreditation by external awarding bodies
- c) Assess, record and report on student's development. progress and attainment
- d) Advise and co-operate with the Principal and other designated staff on the preparation and development of the curriculum including course syllabus, schemes of work, teaching materials and resources, and tutorial pastoral arrangements.
2. a) Promote the general progress and well-being of assigned students in accordance with national standards
- b) To act as a personal tutor for a designated group of students; providing advice and guidance to students on educational and associated social matters in line with their educational, independence and vocational aspirations including signposting sources specialist advice and guidance as required.
- c) Responsibly record and report on student's personal and social needs.
- d) Communicate and consult with student's parent(s)/carer(s)
- e) Communicate and co-operate with relevant persons and bodies outside of the College
- f) Participate in meetings arranged for any of the purposes above.
3. Provide or contribute to oral and written assessments, reviews, reports and references relating yo individual or groups of students.
4. a) Participate in arrangements made in accordance with the organisation's professional development policy.
- b) Participate in the appraisal personal appraisal through self assessment and peer reviews
- c) Take responsibility of own Continuous Professional Training
- d) Take part in the periodic review of own teaching and programmes of work
5. b) Manage good order and discipline among students; safeguarding their health, safety and welfare at all times both within and outside the College Campus.
- 6, Undertake supervisory duties for students whose tutor is not available as directed.
7. a) Contribute to the selection, appointment, induction and development of other tutors/trainers or support staff as directed.
- b) Coordinate or manage the work of other tutor/trainers or support staff as directed
- 8 Participate in the administration and organisational tasks related to the above duties including responsibility for assigned resources, allocation and purchase materials and equipment.

Specific Remit

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Person Specification

	ESSENTIAL (i.e. the qualities that an applicant needs to be able to do the job)	DESIRABLE (i.e. the qualities that the applicant needs to be able to do the job well)
Work Experience Experience in a particular type of job, e.g. previous experience in a shop.	Experience in Education.	Experience of teaching Special Education Field
Qualifications Academic or professional qualifications.	<ol style="list-style-type: none"> 1. Relevant Teaching Qualification e.g. C&G 7307, 7407 or equivalent or willingness to complete qualify within 5 months of commencing work 	<ol style="list-style-type: none"> 1. Relevant Subject Qualification Level 4 or above 2. Cert Ed, PGCE, Bachelor of Education 3. Assessor and/or Verifier awards or equivalent
Special Skills Specific skills e.g. interpersonal skills, presentation skill, analytical skills etc.	<ol style="list-style-type: none"> 1. Understanding of how young people with learning disabilities learn. 2. Ability to create and interpret Schemes of Work and Syllabi and schemes of work for young people with learning difficulties 3. Ability to satisfy external bodies and meet required standards 	<ol style="list-style-type: none"> 1. Understanding the context of the widening participation agenda and inclusive approach to teaching and learning. 2. Understanding of FLT (Foundation Learning Tier) and Framework for Excellence.
Personal Attributes E.g. determination, dependability, leaderships, team worker, etc.	Calm, empathic and team worker.	
Other Circumstances E.g. need to travel, work shifts, unsociable hours, etc.	Demonstrate a commitment to personal development and training.	