

Phoenix Learning and Care Ltd
Oakwood Court College

Job Description

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| 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 to individual or groups of students.
4. a) Participate in arrangements made in accordance with the organisation's professional development policy.
- b) Participate in personal appraisals 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.
9. To ensure that effective differentiate is used at all time in planning and preparation to cater for all learners within the college and timetabled sessions
10. As part of curriculum area support student transportation as and when required, whilst encouraging independence.
11. To be an active team and engaging member with a willingness to cover other roles where required

Specific Remit

- *Skills for Independence and Personal Development Tutor, planning, coordination and delivery*
- *To Lead interactive and engaging sessions both in the classroom and in the local community*
- *To deliver practical and theoretical sessions to enhance learners understanding and knowledge of personal, social and emotional needs along with practical Life skills*

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) |
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| 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 first year of employment | <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. Subject specific experience in relation to above |
| Personal Attributes E.g. determination, dependability, leaderships, team worker, etc. | Calm, empathic, energetic and team player. | |
| Other Circumstances E.g. need to travel, work shifts, unsociable hours, etc. | Demonstrate a commitment to personal development and training. | |

