



Job Title: TUTOR / ASSOCIATE TUTOR

JOB PURPOSE

- The responsibilities of a tutor / associate tutor will include contributing to and promoting the Every Child Matters aims and the philosophy and development of the whole school.

LINE MANAGEMENT

- Responsible to the Head Teacher, Managing Director and SMT

This role will be undertaken within the school ethos of developing positive relationships and attitudes at all times as outlined in the school safeguarding children and young people procedures and policies. The aim is to ensure an interactive relationship to improve the quality of students' learning experience and well being.

Each student will be linked to a member of the teaching staff, as part of the school's pastoral programme of support and guidance. In some cases a shared or partial responsibility may be appropriate. SMT will monitor progress throughout the usual lines of communication (i.e. interim and end of term reports, commendations and sanctions) This role includes responsibility for co-ordination, communication, administration, monitoring and negotiating on behalf of the student in the following way;

- Being up to date with the case at all times.
- Checking and completing admission procedures (raising files, I.E.P etc.).
- Monitoring progress on I.E.P., including negotiating targets and ensuring staff awareness of them, particularly following an Annual Review.
- Completion and monitoring of individual student time-tables.
- Ensuring the appropriate communication of information and liaison with those concerned (students, parents, carers, staff and other services/agencies)
- Attendance at relevant meetings
- Monitoring attendance and following up non-attendance.
- Ensuring accurate up-dated records
- Monitoring progress of assessments where appropriate (including SEN provision).
- Management of practical details of agreed careers action plan including work experience.
- Liaising with exam co-ordinator regarding entries and arrangements.
- Aspects of reintegration as negotiated with S.M.T and appropriate LEA.
- Student support, mediation and guidance.



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This role does not mean that the key staff tutor has to do all these things alone but they are responsible for ensuring that they happen effectively, a care of the whole student, including pastoral and curriculum. It is a way of ensuring that for each student someone is generally responsible for the oversight of progress, will act promptly should it become necessary and will not let things go without follow through.

Associate Tutor

This role will be undertaken within the school ethos of developing positive relationships and attitudes at all times as outlined in the school safeguarding children and young people procedures and policies. The aim is to ensure an interactive relationship to improve the quality of students' learning experience and well being.

- To be aware of the tutor responsibilities as outlined in the Tutor Role specification
- To attend the daily tutorial meeting and registration times with the tutor.
- To assist and support the tutor in a variety of ways such as individual student discussions over areas of concern, IEP targets or as requested by the tutor.
- To take over the daily role of the tutor in the event of their absence i.e. making and recording appropriate phone calls to parent/carer/social worker advising school admin office of reason for non attendance for inclusion into the register.

Under normal circumstances, the associate tutor will not be expected to take responsibility for the compilation of review meetings or SEN panel reports or to lead in a meeting with outside agencies (Ed psych., EWO etc.).

SAFEGUARDING CHILDREN AND YOUNG PEOPLE / CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the London Child Protection Procedures and the school's safeguarding policy.

KEY ORGANISATIONAL OBJECTIVES

The post holder will contribute to the school's objectives in service delivery by:

- Contributing and adhering to the Every Child Matters Agenda
- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for students as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for students.



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SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with school procedures in relation to Policy checks. If candidates are successful in their application, prior to taking up post, they will be required to complete the Disclosure Application Form in order for the school to obtain an Enhanced CRB disclosure.

This job description is not necessarily a comprehensive description of the post and must be read in conjunction with the tutor role job description. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post-holder in order to ensure the smooth running of the school.

Internal contacts

Headteacher
Managing Director
LSA
Non teaching staff

External contacts

Parents / Carers
Local Education Authorities
CAMHS
Social Services
LEA Safeguarding Teams
Police
Out Site Agencies
This list is not exhaustive

Other duties

To undertake other duties consistent with the scope of the post and within the competence of the post-holder as required.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the School Equal Opportunities Policies.