**Job Advert. – *To be completed for every vacancy***

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| **Job Role:** | Tutor | | |
| **Department:** | Education | | |
| **Location:** | Moreton | | |
| **Reports to:** | Curriculum Manager | | |
| **Remuneration & Rewards Package** | * £26,956.80 - £29,515.20 FTE (actual TT+ amount £23,535.36 - £25,769.04) * 32 days paid annual holiday (inclusive of Bank Holidays) * Subsidised private health insurance * Flexi hour at the end of each day (3.45pm-4.45pm PPA time) | | |
| **Working Days/Hours:** | Monday – Friday  8.45am-4.45pm | | |
| **Type of Contract:** | Full Time | Term Time + (43 Weeks + Holiday). | |
| Salaried | Yes | |
| **Notice Period: *after probation period*** | 1 term (3 months) | | |
| **Role requirements** | **Essential** | | **Desirable** |
| * Teaching qualification or equivalent at minimum Level 4 * Full UK driving license * Full enhanced DBS check | | * Teaching qualification or equivalent at Level 5 * SEND experience * Business insurance and use of own vehicle |

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| Main purpose of job role: | To promote and facilitate the learning and personal development of the students to whom you are assigned, to enable them to make best use of the educational opportunities available to them. To deliver and continually develop careers, next steps and employability programme. |
| Key tasks: | * To plan, deliver and evaluate sessions within the EMA curriculum * To oversee a tutor group (daily tutorial AM and PM) * To be involved in planning, deliverer and evaluating other subjects such as independent living skills, personal development and preparation for adulthood. |
| Other duties/responsibilities: | * To establish supportive relationships with the students * Complete progress reports for their named students * Complete ILP’s with students linked to EHCP outcomes to support students to achieve their targets * Monitor individual and group responses to learning activities and, where appropriate, modify or adapt the activities to achieve the intended learning outcomes * To give positive encouragement, feedback and praise to reinforce and sustain the student’s efforts and develop self-reliance and self-esteem * Support students in vocational work areas * Follow support guidance put in place by relevant professionals (SALT, ED PSYCH, OT etc) * Be a key holder for EMA and open / close as required * To mark students work * To support the student in developing social skills both in and out of the classroom * To support the use of ICT in learning activities and with specific programmes to support learning. * To provide regular feedback on the pupil’s learning and behaviour to the Senior Management Team, including feedback on the effectiveness of the behaviour strategies adopted * Carry out and report on systematic observations of students to gather evidence of their knowledge and understanding * When working with a group of students, understand and use group dynamics to promote group effectiveness and support group and individual performance, use a detailed group profile to reflect this * To know and always apply all EMA policies and procedures * Develop a relationship to foster links between home and EMA, and to keep EMA informed of relevant information * To be aware of confidential issues linked to home/student/tutor/EMA * To lead on annual reviews of the students’ progress as appropriate * To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment * To take part in training activities offered by EMA to further knowledge and skills of working with young people with specific learning difficulties * To support at breaks and lunchtimes as necessary * To plan and deliver student educational visits * To internally verify (IV) assessments as required, completing the OSCR as necessary * To liaise with the external verifier (EV) and ensure work is sent off in a timely manner * Planning and delivering training days for education team * Following the diversity calendar ensuring its embedded across EMA * To carry out the above duties in accordance with the Equal Opportunities Policy. |
| Safeguarding: | Employ My Ability is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protections/adult safeguarding screening appropriate to the post, including checks with past employers, and an enhanced DBS check. |
| Equality & Diversity: | Employ My Ability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.  Employ My Ability is a Disability Confident employer. |
| Data Protection: | All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act. |
| Closing Date: |  |
| Interview Date(s): |  |