**Job Description**

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| **Job Role:** | **Tutor - ESOL** |
| **Department:** | **Education** |
| **Location:** | **Moreton** |
| **Reports to:** | **Deputy Head of Education** |
| **Main purpose of job role:** | To promote and facilitate the learning and personal development of the students to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them. |
| **Key tasks /responsibilities:** | * Design and implement individualised lesson plans that focus on the taught subject being delivered. * Design modules with skills, knowledge and behaviours to be assessed in line with the curriculum and students EHCP Outcomes. * Organise and supervise community-based activities and trips to help students apply learned skills in real-world settings, enhancing their confidence and independence. * Regularly assess student progress, provide constructive feedback, and adjust teaching strategies to meet individual learning needs. * Work with tutors to plan All About Me sessions * To establish supportive relationships with the students * Complete progress reports for your named students * Follow support guidance put in place by relevant professionals * Map out students EHCP outcomes against their curriculum * Set and track short term targets to help meet EHCP Outcomes * Manage your tutor groups EHCP Outcomes on Evidence for Learning * Explore next steps options with students e.g. social care options, further education and employment opportunities. * Write termly reports to be sent home to student’s parents/carers. * Embed additional curriculum subjects into lesson planning. * Ensure a safe and supportive learning environment by adhering to safeguarding policies and promoting the wellbeing of all students. * Supporting with students transitions |
| **Safeguarding:** | Employ My Ability takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young people. Therefore, we require that all staff share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training. |
| **Equality & Diversity:** | Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all. |
| **Health & Safety:** | Promote Employ My Ability’s Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department. |

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| **Employee Signature:** | **Date:** |
| **Line Manager Signature:** | **Date:** |