

TUTOR

Job Title: Tutor
Service: Mercury College
Responsible to: Head of Education

Brief description of job:

To be responsible for delivering teaching and training with a therapeutic and supportive approach, wherever possible linking students learning activities through a methodology of practical skills and Therapeutic Education linked to the preparing for adulthood outcomes of independence, employment, community, health and wellbeing. To instil enthusiasm and enjoyment into the learning process in such a way that can lead to increased self-esteem and enhanced engagement in learning. The post holder is to contribute to the whole life of the College always remembering that our core purpose is to improve the education and lives of our students and adults.

Key Result Areas:

- To create an appropriate learning environment to support the learning and development needs of individual students, as well as groups of students.
- To develop and deliver RARPA programmes for the subjects allocated to the tutor in line with curriculum planning focused on preparing young people for adulthood specifically within the timescales below
 - To ensure that the planning overview for each subject area is complete for a minimum of one academic year before commencement of the study programme delivery
 - To ensure that schemes of work, resources preparation and requisition are complete in advance of one half term before commencement of delivery
- To carry out baseline assessments during induction for students and effectively track and monitor progress and achievement throughout the academic year using standardized approaches, documentation, and systems
- Responsible for supporting young people to prepare for adulthood effectively with core skills development in independence, health and wellbeing, community participation and employment present in all curriculum planning
- Responsible for organising off site community engagement where safe and appropriate including completing visits documentation, risk assessment and transport arrangements
- Responsible for completing risk assessments for activities, environment and work experience related to their subject area and delivery
- To communicate consistently and effectively with all relevant teams throughout the provision in order to contribute to each student's study programme, curriculum and progression towards outcomes

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- To work closely with their line manager in working with Support Workers and/or Tutor Assistants
- To work closely with Support Workers and/or Tutor Assistants in order to facilitate delivery in relation to their session planning
- To deliver appropriate practical skills teaching and training as part of an agreed curriculum to students as allocated to you on your timetable which will be changed according to students learning needs requirements.
- To ensure that the students you are responsible for are appropriately supervised.
- To support colleagues by sharing best practice
- In line with the College's education planning cycle:
 - To plan your activities for each timetabled session, producing regular written plans and setting goals and outcomes
 - To assess and record the progress of students against targets, goals and outcomes delineated in the planning documents
 - To report in writing/verbally on individual student progress at least once every half term during tutorials and for their annual reviews (and for other meetings/reviews as required)
 - To take an active part in designing and implementing assessment of student achievements.
 - To embed appropriate functional skills teaching and learning into all sessions.
- To be part of the on-going assessment of students' learning needs and to make reasonable adjustments as required to minimise barriers to learning and achievement.
- To work with, assess and report on the abilities of applicant students visiting the College for assessment as required.
- To familiarise with student background information, profile and risk assessment wherever reasonably possible and update student profiles as necessary
- When working one to one, ensure that the student's risk assessment has been carried out and that work undertaken with students is in line with the lone working policy as contained within the Trust's protection policies.
- To ensure attendance is recorded and any absence reported to the support an attendance team promptly.
- To report any occurrences, serious occurrences or accidents promptly to the support and attendance team and write the report in the timeframe required.
- To provide cover for absent colleagues when necessary, as reasonably requested.
- To be responsible for the delivery of individual specialist training to students.
- To deliver the educational remit to students as define by the Quality Assurance Framework of the College.
- To carry out the role of Tutor with an understanding of complexity and diversity of students and their support needs.
- Contribute effectively to the transition process out of college to ensure all young people are ready and have positive destinations and outcomes
- To engage with the education, health, and care plan (EHCP) process ensuring reports are completed within set timescales and contribute to EHCP annual reviews

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- To take responsibility for specific aspects, projects or tasks as agreed with the Head of Education that will contribute to the success of students and the college
- To have responsibility for ensuring that cover for sessions in the event of absence is planned including preparation, paperwork, and resources in place in the tutor folder, agreed with the Head of Education and shared with the cover tutor/tutor assistant
- In the event of illness ensure that the tutor folder is available for cover staff and is up to date and maintained in a central location. This may include keys for locked cupboards where resources are held, student portfolios, cover lesson plans and equipment

General

To advise, as required, on professional matters within the area of competence of the post.

To maintain and develop up-to-date professional knowledge, skills and competence through training, reading and other such activities and to incorporate the same into practice.

To observe and monitor standards of practice and to deal with unacceptable practice in line with Hesley Group policies and procedures. Report to your line manager, or other appropriate person, in the event of awareness of bad practice.

To undertake such other duties and responsibilities reasonably consistent with the role as may be required from time to time by your line manager.

Health & Safety:

To ensure the premises are kept clean and hygienic throughout and systems are in place to control the spread of infection, in accordance with Hesley Group policy procedures and guidance, relevant legislation and professional guidance

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation and as required by Hesley Group policy and guidance) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace by completing regular and planned risk assessments, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for everyone including people who use the service, staff, visitors and members of the public.

This duty includes checking that any person entering Hesley Group property has a right to do so and their visit is recorded in accordance with Hesley Group procedures.

The contribution of this role:

This role is key to ensuring the delivery of a service to individuals that is:

- safe, compassionate and effective
- that is of high quality and that provides the best outcomes achievable for the people we support
- that provides customer satisfaction.

The role is also fundamental to ensuring the efficient running of the business and it is expected that a Tutor will be ambassador for people with learning disabilities, autism and complex needs.

This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. Hesley Group, therefore, expects all staff and volunteers to share this commitment.

This post is subject to an enhanced level DBS Disclosure and Barring Check, including a check against the "Barred List" in respect of the Adults Workforce.

Prepared by the Recruitment Department Date: 4.4.23

Jobholder Signed Date:

Manager Signed Date: