

JOB TITLE: Tutor and LSA
LOCATION: Kinglsey, Hampshire
REPORTING TO: **Danielle Haxby**, Head of School

Our Tutor/LSA's are very special people - their key function is to encourage and motivate our pupils, who have struggled to cope in a mainstream setting. Therefore the most important attribute is having **a passion to inspire young people to learn.**

PURPOSE OF THE TUTOR ROLE:

To facilitate and have responsibility for an assigned group of young people. To produce bespoke schemes of work for this group, and ensure they are followed and monitored so that the students have the best chance of success when they return to mainstream school, college or the workplace. To ensure the safety and welfare of the students, during on-site and off-site activities. To promote the aims of our organisation, and reinforce our ethos. Most importantly inspire our students to be kind, brave and honest and true to themselves.

MAIN DUTIES & RESPONSIBILITIES:

To create a caring, supportive and stimulating environment which is conducive to learning.

To be the expert in your subject area and deliver informative and engaging subject matter.

Act as mentor to all students providing them with time to talk and in response guidance and kindness.

To plan and prepare lessons/workshops/sessions that will deliver breadth, balance and inspiration in subject area.

To identify clear objectives and learning outcomes, with appropriate challenge and expectations. If this is to result in an award or qualification, to follow the regulations of the awarding body and keep the school informed of any requirements.

To reinforce boundaries at all times, and ensuring safety and well being.

To plan opportunities to develop spiritual, moral, social, cultural, emotional and sporting needs of each student.

To maintain a regular system of monitoring, assessment, and reporting of progress.

To ensure effective use of support staff within sessions, briefing them on expectations prior to lessons.

To communicate with parents and appropriate agencies, to contribute positively to the life of the young person.

To participate in staff briefings and team meetings where appropriate.

All staff members are expected to go above and beyond the call of duty, and get stuck in wherever they are needed, no matter what the project.

PURPOSE OF THE LSA ROLE:

To provide support to the Tutor whilst they perform their daily tasks in the learning environment with an assigned group of young people. Be responsible for making the learning environment ready for teaching prior to the beginning of each session and helping the tutor whilst the session is in progress. Ensure the students are following their schemes of work and life plans as set by the tutor. Outside session times perform administrative tasks and make sure that the tutor is satisfied with the learning environment. Take part in all kinds of sessions and activities throughout a typical working day. Ensure the safety and welfare of the students during on-site and off-site activities. Promote the aims of our organisation, and reinforce our ethos. Most importantly inspire our students to be kind, brave and honest and true to themselves.

MAIN DUTIES & RESPONSIBILITIES:

Act as Mentor to assigned students providing them with time to talk and in response give guidance and kindness

Preparing the physical learning environment for sessions/workshops/activities

Being 'on duty' at all break times to ensure a calm, safe environment for the young people

Ensuring that learning materials are ready for use

Helping tutor to plan sessions

Act as mentor to all students providing them with time to talk and in response guidance and kindness

Helping students who have learning difficulties to complete tasks

Taking charge of group activities and making sure all students are involved

Providing general encouragement for all the students in the class

Taking extra time to explain the learning material to students who have not understood it the first time

Helping tutors to assess the work and providing feedback to the students

Keeping parents informed of the progress of the young person and listening to any queries

Keeping classroom records and notes about the progress of all students

To reinforce boundaries at all times, and ensuring safety and well being

To plan opportunities to develop social, emotional and sporting needs of each student

To participate in staff briefings and team meetings where appropriate

All staff members are expected to go above and beyond the call of duty, and get stuck in wherever they are needed, no matter what the project

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<p>5 GCSE's A*- C including English and Maths</p> <p>3 A levels</p> <p>University Degree or equivalent</p> <p>Experience working with young people in projects designed to inform, inspire and / or educate</p>	<p>Qualified Teacher Status</p> <p>Evidence of professional development</p>
Knowledge	<p>In depth knowledge of your subject area, it's relevance and its importance to everyday life</p> <p>Safeguarding of Children, child protection and learning styles.</p>	<p>Up to date knowledge of young people, their influences and challenges.</p> <p>A passion for alternative education and development .</p>
Skills & Abilities	<p>Ability to prepare and plan effectively</p> <p>Good organisational skills</p> <p>Ability to prioritise and manage time effectively</p> <p>Ability to work as part of a team</p> <p>High levels of patience, dedication and energy.</p> <p>Offer selfless support and guidance to the challenges the young people face.</p> <p>Be adaptable to the reactions and needs of students to deliver the best lesson possible at the time.</p> <p>Be able to improvise and remain calm when the lesson plan goes off track.</p>	<p>Strive to go beyond the call of duty and to never give up.</p> <p>To be able to identify with the young peoples situation and offer measured, selfless guidance and support.</p>

KEY CRITERIA	ESSENTIAL	DESIRABLE
Work related personal requirements	<p>A desire to learn and grow within your subject area and beyond.</p> <p>A passion to inspire young people to learn.</p> <p>Suitability to work with young people</p> <p>Up to date CRB</p> <p>Physically fit, good sporting ability,</p> <p>Positive attitude</p>	<p>Presentable, health conscious, kind and selfless attitude.</p> <p>Extremely hard working and dedicated.</p> <p>determined, focused and highly motivated</p>