



Newquay Tretherras

EAL Specialist Tutor / SEND Teacher

Job Description & Person Specification

www.celtrust.org



Job Description

Purpose of the Post:	To provide 1:1, small group and drop in support sessions for EAL learners and learners with Special Educational Needs (SEN). This intervention style support is delivered in addition to the learner's main curriculum, is derived from specific targets from assessments and learner need; and is measured and reviewed for purposeful impact.
Reporting to:	Operational SENDCo, Deputy SENDCo, SENDCo, Senior Leadership Team, Executive Headteacher
Location:	Based at Newquay Tretherras, but there may be a requirement to travel to undertake work at or for academies within Cornwall Education Learning Trust
Salary Grade:	Spot Salary £28,000 gross per annum (Auto-enrolment to Teacher's Pensions)

Principal Responsibilities:

- ❖ Provide specialist study support to Ukrainian students and learners with SEN, inspiring them to develop new skills that can be transferred to their overall learning journey.
- ❖ Guide, coach and support staff who work with students who have a study need or SEN. Provide staff with specific strategies to support their learners.
- ❖ Liaise with curriculum staff to ensure learning is well-sequenced to support progress. Extract information from NT systems to ensure targets are developed in collaboration with relevant staff.
- ❖ Determine and document study need support plans, ensuring that they are in place and are regularly reviewed with learners and colleagues. This will also include updating plans for learners who receive support from multiple team members.
- ❖ Monitor, review and improve the effectiveness of study needs / SEN / EAL support using standardised paperwork as directed by Newquay Tretherras.
- ❖ Contribute to regular team meetings with the wider Learning Support team, sharing vital information about learners or practices that will benefit the team as a whole. Contribute to external meetings such as annual reviews, in line with any support delivered for learners with an Education, Health and Care Plan (EHCP).

- ❖ Ensure that accurate records are maintained for monitoring and audit purposes, including the production of reports relating to study needs / SEN provision.
- ❖ To contribute to the Department's development plan and its implementation.
- ❖ To contribute to the development of effective subject links with external agencies.
- ❖ To assist the SENDCo to identify resource needs and to contribute to the efficient/effective use of physical resources.
- ❖ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

Curriculum

- ❖ To assist the SENDCo to ensure that the Department provides a range of teaching which complements the school's strategic objectives.
- ❖ To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students.

Staff Development

- ❖ To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- ❖ To continue personal development in the relevant areas including subject knowledge and teaching methods.
- ❖ To engage actively in the Performance Management Review process.
- ❖ To ensure the effective/efficient deployment of classroom support.
- ❖ To work as a member of a designated team and to contribute positively to effective working relations within the school.

Data / Assessment

- ❖ To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
- ❖ To complete the relevant documentation to assist in the tracking of students.
- ❖ To track student progress and use information to inform teaching and learning.

Communications

- ❖ To communicate effectively with the parents of students as appropriate.
- ❖ Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- ❖ To follow agreed policies for communications in the school.

- ❖ To take part in liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.

Pastoral System

- ❖ To liaise with a Pastoral Leader to ensure the implementation of the school's student guidance and support system.
- ❖ To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- ❖ To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- ❖ To communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- ❖ To apply the behaviour management systems so that effective learning can take place.

Teaching

- ❖ To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- ❖ To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- ❖ To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- ❖ To ensure that ICT, Literacy, Numeracy and agreed school priority areas are reflected in the teaching/learning experience of students.
- ❖ To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- ❖ To mark, grade and give written/verbal and diagnostic feedback as required.

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.

- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT:

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Newquay Tretherras

June 2022

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> • Level 3 Literacy and Numeracy or equivalent • Degree 	<ul style="list-style-type: none"> • Qualified teacher status (QTS) • Award in Preparing to Support Learning or equivalent • Diploma in Teaching Learners with SEN • Further academic qualification 	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> • Teaching experience • Knowledge and expertise within the field of SEND and/or EAL • Knowledge and expertise of intervention strategies • A commitment to inclusive learning and a willingness to gain an understanding of students with learning difficulties • Ability to participate in practical activities on both a small group and personal basis, sometimes involving assistance with personal problems and/or emotional difficulties. • A clear understanding of using data to track and monitor individual students • Demonstrate a variety of teaching strategies in the classroom • Contribute to the teaching within the whole school curriculum • Create good relationships with students based on respect and fairness • Communicate appropriately with a varied range of people • Organise and maintain necessary administrative systems • Work on their own initiative • Use ICT confidently and innovatively as part of their teaching repertoire • Ability to work under pressure and prioritise effectively. 	<ul style="list-style-type: none"> • Taught in a variety of school contexts; • Been actively involved in some school activity beyond the classroom • Been supportive of pupil self/ peer assessment • Used a variety of resources to extend learning • Organised their groups in a variety of learning structures including whole class, groups and individually • Undertaken professional development activities • A track record of successful teaching to students of a wide range of abilities. 	Application Form / Interview
Specialist Knowledge	<ul style="list-style-type: none"> • Have a proven track record as a successful classroom practitioner, securing high outcomes for students • A strong and informed understanding of SEND 		Application Form / Interview

	<ul style="list-style-type: none"> • Objective in the review of individual needs • Effective communication, presentation and interpersonal skills • Ability to communicate a vision and inspire others • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Demonstrate an awareness, understanding and commitment to the protection and safeguarding of children and young people • Demonstrate an awareness, understanding and commitment to equality and inclusion 		
Values Related Qualities	<ul style="list-style-type: none"> • A positive commitment to promoting a culture of challenge and aspiration for disadvantaged learners across the curriculum • A strong academic approach and an uncompromising, relentless commitment to ensuring high standards for all • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Unrelenting optimism and loyalty to the school, its staff and students. <p>A commitment to promoting the ethos and values of CELT:</p> <ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – To lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		Application Form / Interview



CORNWALL EDUCATION LEARNING TRUST

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