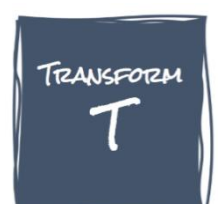




# Newquay Tretherras Learning Tutor

## Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# Job Description

Purpose of the Post:	The role of the Learning Tutor is to support the overall day to day needs of The Learning Centre. To have an excellent understanding of the learning and emotional needs of individual students. To ensure a calm, purposeful and welcoming learning environment where students feel safe and supported in their learning. To ensure clear communication and develop links with the wider school community.
Reporting to:	Headteacher, Deputy Headteachers, Assistant Headteachers, HOYs, Learning Centre Manager.
Location:	Based at Newquay Tretherras but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	Grade F
Hours:	35 hours per week, 38.6 working weeks / 44.194 paid weeks

## **Principal Responsibilities:**

### **Co-ordinate and Manage the Learning Environment**

- ❖ To support all students in the Learning Centre with their learning and education
- ❖ To support students on a one to one or small group situation
- ❖ To work with the Learning Centre manager to ensure resources are updated
- ❖ To keep an attendance, register of students attending the Learning Centre on a daily basis
- ❖ To liaise with the Maths and English teachers who are timetabled into the Learning Centre
- ❖ To liaise with the Blended Curriculum Champions in ensuring work is uploaded onto the website so that students can access lessons
- ❖ To ensure there is a high level of discipline in the Learning Centre and to follow behaviour protocols to ensure a calm environment.
- ❖ To ensure the environment is safe, clean and conducive to a high-quality learning environment.

### **Monitoring and Tracking**

- ❖ To ensure that students are registered at The Learning Centre
- ❖ To keep up to date records and information about students attending The Learning Centre
- ❖ Liaise with relevant members of staff, Learning Centre Manager / HOYs / Safeguarding Team / SENDCo about any concerns raised.
- ❖ To feedback relevant data and information with appropriate members of staff and professionals to maximise learning for individual students.

### **Individual work with students**

- ❖ To liaise effectively with teaching staff and the Learning Centre Manager to ensure appropriate and meaningful work is set and effective feedback is given
- ❖ To deliver individual plans of learning and support, including bespoke timetables, 1:1 lessons, mentoring
- ❖ Work closely with the HOYs / SENDCo/ Learning Centre Manager to co-ordinate and signpost support for individual students
- ❖ To work with the Careers Lead to plan appropriate Work Experience placements for our more vulnerable and complex students
- ❖ To plan, support and deliver appropriate Transition Plans.

### **Work with parents**

- ❖ To support parents / carers of young people who may be experiencing barriers to Learning due to complex difficulties / SMEH.
- ❖ To encourage parental involvement through meetings and reviews.

### **Training Opportunities:**

- ❖ Autism Awareness
- ❖ Curriculum and literacy support
- ❖ Any training that will enhance best practice

### **Other Duties to Include:**

- ❖ To assist with lunch and break time supervision of students on a rota basis in the Learning Centre.
- ❖ To accompany children on educational visits and outings as supervised by the Teacher.
- ❖ To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure)
- ❖ To encourage acceptance and inclusion of all students.

### **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 students.
- ❖ 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 students 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.

# Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> <li>Level 2 qualification (NVQ, GNVQ or GCSE grade C or above) in English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 qualification (NVQ, AVCE or 'A' Level) in a subject related to the specialist area.</li> </ul>	Application Form/ Interview/ Certificates
Skills and Experience	<ul style="list-style-type: none"> <li>Good communication skills, both written and verbal.</li> <li>A willingness to take action and to make decisions independently.</li> <li>A desire to understand how things work and to seek out opportunities to learn and grow.</li> <li>Ability to adapt easily to different situations.</li> <li>Demonstrate a willingness to learn.</li> <li>Organisational skills.</li> <li>Self-motivated.</li> <li>Enjoys working with children/young people.</li> <li>Ability to work on own initiative and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>At least 2 years relevant work experience within a school/college environment.</li> </ul>	Application Form/ Interview
Specialist Knowledge	<ul style="list-style-type: none"> <li>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> <li>Demonstrates an awareness, understanding and commitment to equality and inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of current national curriculum in education.</li> </ul>	Application Form/ Interview
Values Related Qualities	<ul style="list-style-type: none"> <li><b>Collaborate</b> – ability to work effectively as a team</li> <li><b>Empower</b> – ability to take initiative and problem solve in order to improve performance</li> <li><b>Leadership</b> – to lead by example and achieve shared goals</li> <li><b>Transformation</b> – ability to recognise a need for change and adapt accordingly</li> </ul>		Application Form/ Interview



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