

## Job description

**Job Title:** Tutor

**Salary Scale:** Tutor

**Gross Salary:** Lighthouse Scale 1-5

£17,364 - £18,795 (FTE based on 37 hour working week)  
£14,009 - £15,164 (Pro-rated amount)

Working term time plus 1 week. There is a requirement to work up to 10 additional days per year to staff holiday clubs and these should be claimed as additional hours as and when worked.

**Hours of Work:** 34.75 hours per week 8.30am – 4pm (Monday – Friday)

**Accountable To:** Principal

**Reports To:** Teaching Staff / WellbeingTutor

### Job purpose

- Assists with the planning and preparation of activities under the direction of teaching staff
- Contributes to the development and implementation of specific individualised autism interventions
- Assists with the supervision of pupils during their lessons, activities and at play and mealtimes, modelling good practice at all times.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### Main duties

#### Principal Responsibilities

- Working with teaching staff and Wellbeing Tutors, participating in, and assisting with, the development of individual autism interventions
- Assist the Wellbeing Tutors and Teachers with the planning and delivery of activities ensuring that all pupils are able to access a stimulating, pleasant and safe environment.
- Working with individual pupils, pairs or small groups as directed by teaching staff
- Assisting with the presentation and display of pupils' work.
- Assisting with the maintenance of records and data recording for pupils in all areas of the curriculum

- Assisting with personal care for pupils as required e.g. toileting, feeding and medication etc.
- Co-operate with colleagues at all times to ensure the aims of the school are met
- Raise any concerns about the pupils with the teacher
- Work to ensure good relationships are in place with colleagues, partner organisations, pupils and parents/carers

### **Behaviour and Safety**

- Supervise pupils as required during play and mealtimes, encouraging appropriate behaviour consistent with the school's Behaviour Values & Aims document
- Encouraging good relationships between pupils at all times
- Contribute to a safe, purposeful and stimulating environment for pupils, rooted in mutual respect
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school as appropriate
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- To support the effective running of the school by ensuring the policies and procedure are understood and followed
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues as required
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### **(If carrying out Inclusion work it will also include the following)**

- Supporting students in lessons at partner school and work experience placements
- To coordinator the work experience placements across the school
- To establish links with businesses to support the development of a range of opportunities to meet student need
- Liaising with teaching staff at partner school and employers - discussing student progress/issues in class/student specific support. Feedback back to Inclusion and Work Experience lead for any further action.
- Continuing to support catch up work in school as directed by the Lighthouse School teaching staff
- Liaising with Lighthouse School teachers to monitor progress and complete catch up work
- Supporting wellbeing intervention relating to inclusion
- Liaising with Inclusion lead to be updated on SEN-CO meetings and discussions between Lighthouse School and partner school
- Supporting social groups run by Lighthouse School staff at partner school

- Working towards leading social groups with support and planning from SALT and/or wellbeing
- Liaising and supporting Inclusion lead around social groups planning/obs/student specific info
- Liaising with wellbeing manager and key wellbeing form staff to support any student specific intervention – (to be set up and log created by wellbeing staff)
- To update student inclusion and work experience plans
- To assist with quality assurance monitoring of inclusion and work experience
- To be aware of any changes to provision map/timetable
- To liaise with inclusion lead in relation to parent contact
- Monitor EHCP targets relating to inclusion and work experience
- Ensure all Work experience documentation are in place including Risk assessments and Service Level Agreement
- To visit each students on work experience placements at least very half term and provide a report for the school and parents
- To develop and embed a student work experience log

### **Professional development**

- Regularly reflect on the effectiveness of your role as part of the appraisal process, refining your approaches where necessary and responding to advice and feedback from colleagues
- Be responsible for improving your practice through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Participate in professional development by undertaking training opportunities as appropriate to the post holder

### **Safeguarding Children and Vulnerable Adults**

- Lighthouse School has a statutory and moral duty to ensure that the School functions with a view to safeguarding and promoting the welfare of children and young people studying at the School. The post holder will be required to commit to the School's safeguarding policy and promote a safe environment for children and young people learning within the School. All posts are subject to an enhanced disclosure and barring service (DBS) check, however having a criminal record will not necessarily bar you from working with us, this will depend on the nature of the position and the circumstances and background of your offences.
- Responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### **Equality and Diversity**

- All employees of Lighthouse School are required to promote equality and diversity in all aspects of the job. Specifically the post holder will be required to support the School meeting the general Equality Duty under the Equality Act 2010 to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.

- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

**Health and Safety**

- It is the responsibility of all employees to co-operate with the School's management in meeting the objectives of providing a healthy and safe place to work. There all staff must carry out their work with reasonable care for the health and safety of themselves and other people. All staff should comply with the School's Health and Safety Policy.
- Responsible for the Health and Safety of self and others using protective and reactive strategies including positive handling techniques

**Other**

- To have high regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Head Teacher, Teaching Staff, Wellbeing Tutors and Wellbeing Leadership Team

This job description is not exhaustive and it is expected that the post holder will undertake additional duties on occasion, within their capabilities. This document will be regularly reviewed and changes will be made in consultation with the post holder.

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A good standard of General Education to GCSE level or equivalent	Child Development or Psychology qualification  Team Teach qualification
<b>Experience</b>	Experience of working with SEN pupils  Experience of working with challenging behaviour	Experience of working with ASC pupils
<b>Knowledge</b>	Ability to demonstrate a good understanding of autism  A commitment to Safeguarding, health and safety, data protection and equal opportunities  Ability to use Microsoft Office Software, email and internet	
<b>Skills</b>	Ability to communicate effectively with pupils, parents/carers and other stakeholders  Ability to stay calm in crisis situations	Ability to communicate using a variety of different methods
<b>Attitude</b>	Willingness to undertake personal care as required  Shows a high level of resilience for working with pupils with ASC and challenging behaviour	Ability to work flexibly to meet the needs of the service

	Ability to undertake the duties of the post with reasonable adjustments as required under the Equality Act 2010	
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<b>Closing date for applications:</b>	
<b>Contact:</b>	<b>Principal 0113 4570605</b>