**BEHAVIOUR SPECIALISED TUTOR**

**Job Title**: Behaviour Specialised Tutor

**Reporting to:** Service Delivery Manager

**Contract:** Permanent

**Hours:** 30 Hours, Term Time

**Core Hours**: Monday - Friday 9am-3pm.

**Potential additional hours (optional)**: Evening Tutor/ Dream Wild Holiday Club Worker

**Rate of Pay:** £10.78 per hour, £14,313 per annum **(£21,021.00 FTE)**

£17,176 for Behavior Specialised Tutor with 6 additional hours as Evening Tutor. The six hours can be chosen between Monday - Thursday 4-8pm. Total hours per week: 36. Please read the [**PRIVATE EVENING 1:2 or SMALL GROUP TUTOR**](https://0ed9ea80-ed89-4884-8ca3-8e563db577b9.filesusr.com/ugd/33cf12_aa9acc891a744d83881cec1a71286994.docx?dn=Private_Evening%20Tutor%20Job%20Description%20an) Job Description before applying for this combined role.

There is also a possibility to earn a further increase in salary for taking on an additional responsibilities such as Health & Safety Officer.

**Start Date:** After the 1st October 2021

**Career Progression:** We are a small local business that is currently expanding to offer additional services and projects in the community. There will be opportunities for career development and progression within our organisation.

**Role and Responsibilities**

**Job purpose:** We are currently recruiting for a dynamic, driven individual with tons of empathy, patience and adaptability to provide 1:1 and small group lessons for children and young people aged 5-19 who have been, or are at risk of being permanently excluded from mainstream school. Due to the nature of our students, this role includes a mixture of academic tutoring and emotional mentoring.

Working within our Alternative Provision service, this position will suit someone who enjoys a challenge and working in a role where everyday is different.

**DUTIES:**

* To academically tutor and emotionally mentor young people, all of whom have been permanently excluded from school and often display challenging behaviour or negative attitudes towards learning.
* To plan and deliver tutor lessons on a 1:1 and small group basis with students between the ages of 5 – 19 years old with various ages and abilities.
* To have the ability to teach core Maths and English at least until Functional Skills Level 2. Any ability to teach Science is a bonus.
* To be familiar with the national curriculum and research new topic areas, maintaining up-to-date subject knowledge.
* To devise and write new curriculum materials.
* To mark pupil’s work, giving appropriate feedback and maintain records of pupils' progress and development.
* To select and use a range of different learning resources and equipment.
* To prepare pupils for qualifications and external examinations.
* To undertake pastoral duties and supporting pupils on an individual basis through academic or personal difficulties.
* To have a personal level of resilience and high level of empathetic skills to be able to relate to individual young people from various backgrounds and circumstances and develop positive relationships with them.
* To manage pupil behaviour in the centre and off site, and apply appropriate and effective measures in cases of misbehaviour. This includes the use of de-escalation procedures and conflict management approaches.
* To facilitate reintegration meetings (using the STC Reflect and Restore Form) as soon as possible, after a pupil has been sent home for behavioural reasons.
* To refer to the Service Delivery Manager to complete a second reintegration meeting if the first one proved unsuccessful.
* To have a thorough understanding of the signs and symptoms of abuse and to follow the organisation's safeguarding procedures as outlined in the Safeguarding Children and Young People Policy.
* To have an awareness of issues affecting young people such as substance misuse, criminal exploitation, Prevent and sexual exploitation and treat such issues as child safeguarding.
* To abide by the procedures set out in the Healthy and Safety Policy and Confidentiality/ Data Protection Policy.
* To follow the Tutor Code of Conduct at all times.
* To record and report all safeguarding concerns, behavioural incidents, important contacts and meeting summaries on the Capsule database.
* To attend staff meetings.
* To champion education for all by promoting inclusion and have high expectations for all children and young people.
* To encourage a culture of listening to young people.
* To take into account pupil’s wishes and feelings in terms of adapting the service delivery to meet their individual needs.
* To take part in Restorative Justice Meetings when a relationship with an individual pupil has broken down.
* To communicate with parents and carers over pupils' progress and participate in relevant meetings, and training events.
* To liaise with other professionals, such as social workers, school teachers, educational psychologists and education welfare officers.
* To participate in and organise extracurricular activities, such as outings, social activities and sporting events, completing necessary risk assessments beforehand and sending them to the Health and Safety Officer.
* To undergo observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
* To bring the vision, passion and drive to raise standards in all aspects of tuition centre life.
* To undertake additional duties as required by the business needs.
* To keep the centres tidy and presentable.

Person Specification

|  |  |  |
| --- | --- | --- |
| Criteria | Essential | Desirable |
| ·A commitment to raising standards for all young people at Swindon Tuition Centre | X |   |
| ·Experience of teaching and engaging young people with challenging behaviour, between the ages of 5- 16. | X |   |
| · A well-developed understanding of strategies to manage and support young people with challenging behaviour in a school environment or similar.  | X |   |
| · Proven ability to manage and motivate young people of all abilities. |  |  X |
| · To have an understanding of issues affecting young people such as substance misuse, criminal exploitation, Prevent and sexual exploitation and treat such issues as child safeguarding. |   | X |
| · To have completed training to Level 3 or above in one of the following Children’s Workforce, Children’s Residential Care, Youth Work, Education, Psychology, Childhood Studies /or to have completed recent relevant CPD training in working with young people with challenging behaviour.  |   | X |
| ·To have a working knowledge of child safeguarding practices and following an organisation’s Policy and Procedures. |  |  X |
| ·To have the skills and abilities to identify signs and symptoms of abuse and understand procedures for reporting such concerns.  |   | X |
| · Proven ability to communicate effectively with adults and young people including through written and verbal communication. | X |   |
| · Ability to work sympathetically yet purposefully with challenging young people.  |  |  X |
| · Experience of working successfully as a team member.  | X |   |
| . Ability to use basic ICT (word processing, spreadsheet, Google Drive, data input).  | X |   |
| . Drive to bring the vision, passion and drive to raise standards in all aspects of tuition centre life.  | X |   |