

<b>Job Role:</b>	<b>Class Tutor</b>
<b>Job Family:</b>	Teaching Staff
<b>Job Department:</b>	Teaching & Learning
<b>Line Manager:</b>	Head of Education Provision
<b>Responsible to:</b>	Head of Education Provision
<b>Salary/Grade:</b>	MPS 1 – 6 + SEN1 allowance
<b>Appointee Name:</b>	
<b>Appointee Signature:</b>	
<b>Date Signed:</b>	

### Job Overview

- To be responsible for all aspects of teaching & learning and progress for a group of learners working within a multisensory pathway.
- To support the Principal and Senior Leadership Team with providing the strategic leadership to enable Horizons College to deliver on its vision to provide challenging, relevant and innovative learning experiences, which support individual progression and preparation for adulthood. This will be in full accordance with EFA requirements and all other statutory requirements.

### Key Responsibilities

#### Leadership & Management

- To provide examples of good and outstanding teaching practice; including preparation and planning, learning environment management and the maintenance of effective working relationships with learners and colleagues
- Acting as personal tutor to a group of learners and to provide effective pastoral care.
- To work closely with the college therapeutic team to ensure effective collaboration and continuity of provision for all learners.
- To provide assignment and assessment material appropriate to each specific programme.
- To ensure effective co-ordination of curriculum involvement in all college activities
- To evaluate and assess the work of learners in relation to the curriculum criteria.
- To organise the effective deployment and direction of Learning Coaches, within the learning environment and support the development of an effective team
- To implement agreed college policies and guidance
- To support the College Development Plan and contribute to the strategic vision of the Principal and Governors
- To participate in meetings which relate to the College’s management, curriculum, administration or organisation
- To communicate and co-operate with specialists from outside agencies to provide an effective multi-agency service and prepare reports on the needs of individual learners
- To participate in the performance management system for the appraisal of their own performance, or that of other staff
- To keep accurate and effective systems of administration

### **Achievement and Assessment of Learners**

- To set and evaluate individual termly targets and to maintain records of achievement for each learner, in consultation with colleagues
- To provide reports and assessments for each learner in accordance with college policy and for a range of audiences, including a report prior to the learner's annual review
- To ensure that effective communication is maintained with parents/carers about their young person's welfare, progress and participation in our college community

### **Quality of Teaching and Learning**

- To undertake a full-time commitment with learners who experience severe learning difficulties, profound and multiple learning difficulties, complex needs and/or Autistic Spectrum Disorder and behavioural and social difficulties
- To ensure that there are appropriate schemes of work and effective teaching strategies which cater for learners with a wide range of complex needs
- To provide a stimulating learning environment, where resources can be accessed appropriately by all learners

### **Behaviour, Safety and Care of Learners**

- Support strategies which promote high standards of behaviour
- Promote and safeguard the safety and welfare of all learners
- To maintain a safe and secure environment for learners, in accordance with the college's behaviour policy

### **Other Duties**

Please note that Brunel Academies Trust is based over several sites in and around the Swindon area and you may be required to work from different sites, including from home.

The post holder may be required to perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify a re-evaluation of a post. Brunel Academies Trust CEO retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> <li>• QTS qualified lecturer or teacher</li> <li>• Possess Level 3 or above in Mathematics or English</li> <li>• Committed to CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification within SEND and in particular PMLD</li> <li>• Experience of working in a SEND education setting</li> <li>• Post 16 Teaching experience and/or qualification</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Possess appropriate IT skills relevant to the post, or be willing to undertake training</li> <li>• Be able to demonstrate commitment to learner-centred learning and have the ability to contribute to curriculum development and creation of the materials bank</li> <li>• Experience of working with CYP within a multisensory setting</li> <li>• Show commitment to and be able to provide evidence of continuous professional development and demonstrate its impact on teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Track record of managing and prioritising a substantial workload and meeting deadlines</li> <li>• Have experience of Safeguarding procedures in an education setting</li> <li>• PMLD experience and interest</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Possess good oral and written communication skills, motivational and teamwork skills</li> <li>• Be able to respond to the needs of learners from a wide range of learning backgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Highly developed interpersonal skills, including a proven ability to convey difficult ideas and problems, orally and in writing, in a way that aids understanding and recognises and responds to the needs and feelings of others</li> <li>• Ability to inspire the confidence of others through clear approach to management in line with College values</li> </ul>
Personal Qualities and Commitment	<ul style="list-style-type: none"> <li>• Be highly organised, methodical and able to work to deadlines</li> <li>• Commitment to achieving excellence through continuous improvement</li> <li>• Strong belief in inclusivity and commitment to education and training across the whole range of the College's learner groups</li> <li>• Be willing to follow the school safeguarding Policy and procedures and undertake mandatory Safeguarding training as directed by the school.</li> </ul>	