

**St. Paul's Community
Development Trust**



**St Paul's School
Job Description**

Job Title:	Lead Tutor for Post 16
Department:	School
Salary Scale:	G4 L2 £23,022pa (pro rata to TTO £19,922pa)
Hours of work:	37.5 hours per week TTO
Contract Term:	Subject to a 6 month probationary period

Job Purpose:

To teach the post 16 vocational programme. Working closely with external providers to ensure a broad and balanced curriculum to include careers and work experience for students in key stage 5. All of our students have EHCPs with a primary need of Social, Emotional and Mental Health; Autism and ADHD and mild learning difficulties. To work closely with colleagues to ensure the safety and progress of all our students across our whole school.

Duties and responsibilities:

All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children, young people and vulnerable adults whom they are responsible for or come into contact with.

1. To be familiar with and uphold the policies and procedures of the Trust especially those relating to Health and Safety, Equal Opportunities, Data Protection, Safeguarding and Child Protection.
2. To attend relevant safeguarding internal and external training, read new and revised local and national publications to include KCSIE to ensure a comprehensive understanding of safeguarding
3. To ensure the safety of all students.
4. To deliver quality vocational education to small groups of students in key stage 5.
5. To read and contribute to EHCP targets.
6. To deliver Maths and English up to GCSE level.
7. Have responsibility for the post 16 form group, providing pastoral support and working with colleagues to ensure students are supported
8. To liaise with other relevant professionals as required including those who will contribute to advancing the post 16 provision.
9. To research and develop resources in line with students needs and capabilities.
10. To adhere to the assessment guidelines / policy and awarding body quality assurance processes to ensure a robust approach to assessment and verification processes
11. To take part in whole school observation processes to further develop and strengthen professional practice
12. To support colleagues and work as part of a team in the interest of the students.
13. To liaise with specialist agencies, businesses, colleges and other relevant bodies to secure additional opportunities for young people, and to help young people to progress, develop and extend their experience.

14. To prepare young people for certificates, exams and awards in consultation with colleges or to help them to find additional courses which are suitable
15. To support students to develop vocational and practical skills to support their progression into employment
16. To set and mark homework, examinations, and tests, to undertake assessments, to inform and implement PHBPs, individual risk assessments, student profiles etc.
17. To assist with other aspects of the school curriculum including planning and taking part in special events including field trips and residential.
18. To develop lessons in line with the SENs of students
19. Administration of medicines as appropriate
20. To complete team teach requirements and ensure proportionate approach to restraints if necessary.
21. To maintain up to date records relating to all students.
22. To undertake administrative activities as appropriate.
23. To work with colleagues to ensure staff absence is effectively covered.
24. To provide a 6-week planning cycle to ensure lessons are effectively resourced for any unforeseeable absence.
25. To help maintain premises, and equipment in good order and to be accountable for any budget that may be delegated, income received, or funds collected.
26. To prepare for and attend meetings of parents, professionals, staff, management committees and others as appropriate.
27. To be available for the timetable arranged by the Deputy Head Teacher as well as for other requirements such as Parents Evenings. To participate in the Trust's performance management scheme.
28. To undertake personal professional development and training as appropriate.
29. To assist with organising and running community events in Balsall Heath as appropriate.
30. To participate in the supervision process including the Probationary Review.
31. To undertake any other duties commensurate with the role and responsibilities of the post as agreed with your Line Manager.

Supervision received: Senior teaching member

Supervision exercised: Teaching Assistants, Apprentices, Students, Volunteers

Person Specification

METHOD OF ASSESSMENT (MOA)					
A	APPLICATION FORM	I	INTERVIEW	T	TEST
Criteria	Essential	Method of Assessment		Desirable	
EXPERIENCE/ KNOWLEDGE	Experience of working with young people who have SEN / challenging behaviour in an educational / vocational setting	A/I		Experience of safeguarding in a SEN setting.	
	Vocational experience in areas such as Sport, Creative Arts; Trades; Motor Vehicle Studies, Design Technology; IT; Animal Care; Child Care; Uniformed Services; Gaming)	A/I		Experience a trauma informed and restorative approach to behaviour management	
SKILLS AND ABILITIES	Vocational Skills either from employment or within an educational setting	A/I			
	Excellent interpersonal skills and a natural ability to connect with young people	A/I			
	Knowledge of a vocational Curriculum	A/I			
	Enthusiasm for learning and the ability to convey this to students	A/I/T			
	Firm and friendly approach to young people	A/I/T			
	An interest in other aspects of the School curriculum and enthusiasm in helping to develop them	I			
	Administrative skills – including proficient use of ICT	A/I/T			
	Ability to deliver Maths & English to GCSE Level	A/I			
	Good organisational skills	A/I/T			
	Ability to plan and adapt the learning to meet the personalised needs of the students	A/I			
	Knowledge and understanding of Safeguarding and Equal opportunities	I			
QUALIFICATIONS & TRAINING	Vocational qualification/s / experience	A/I			
	Maths & English GCSE (or equivalent)	A/I			
	Willingness to undertake Continued Professional Development	I			
EQUALITIES	Understanding of, and commitment to equality of opportunity and the ability to apply this	I			
FURTHER REQUIREMENT	It is essential that all candidates are deemed suitable to work with children and/or vulnerable people.				