

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



**St Paul's School  
Job Description**

<b>Job Title:</b>	<b>Outreach Tutor</b>
<b>Department:</b>	<b>School</b>
<b>Salary:</b>	<b>£23,022pa (pro rata to TTO £19,922pa)</b>
<b>Hours of work:</b>	<b>37.5 hours per week TTO</b>
<b>Contract Term:</b>	<b>Subject to a 6 month probationary period</b>

**Job Purpose:**

To create, plan and deliver tailored lesson to bridge gaps in pupil's education and boost engagement and attainment levels. To work with the pupils off site (including the home) to deliver tailored lessons.

**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 work with the pupils off site (including the home) to deliver tailored lessons
4. To create lesson plans for the students and assess their existing ability in a subject area and identify areas for improvement.
5. To create a schedule for further education and development in subject areas
6. To providing mock examinations or tests to prepare students for real exams
7. To review student's assignments and test scores and to working through problem questions
8. To provide support for students during their examinations
9. To communicate with parents/guardians about trouble areas or any issues that require attention
10. To keep up to date on the current curriculum and latest teaching trends
11. To maintain an excellent knowledge of the subjects being taught
12. To read and contribute to EHCP targets.
13. To research and develop resources in line with students needs and capabilities.
14. To take part in whole school observation processes to further develop and strengthen professional practice
15. To support colleagues and work as part of a team in the interest of the students.
16. 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.
17. To set and mark homework, examinations, and tests, to undertake assessments, to inform and implement PHBPs, individual risk assessments, student profiles etc.

18. To assist with other aspects of the school curriculum including planning and taking part in special events including field trips and residential.
19. To complete team teach requirements and ensure proportionate approach to restraints if necessary.
20. To maintain up to date records relating to all students.
21. To undertake administrative activities as appropriate.
22. To work with colleagues to ensure staff absence is effectively covered.
23. To prepare for and attend meetings of parents, professionals, staff, management committees and others as appropriate.
24. To be available for the timetable arranged by the Deputy Head Teacher as well as for other requirements such as Parents Evenings.
25. To participate in the Trust's performance management scheme.
26. To undertake personal professional development and training as appropriate.
27. To assist with organising and running community events in Balsall Heath as appropriate.
28. To participate in the supervision process including the Probationary Review.
29. 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**

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## Person Specification

METHOD OF ASSESSMENT (MOA)					
<b>A</b>	APPLICATION FORM	<b>I</b>	INTERVIEW	<b>T</b>	TEST
Criteria	Essential	Method of Assessment	Desirable		
<b>EXPERIENCE/ KNOWLEDGE</b>	Experience of working with young people who have SEN / challenging behaviour in an educational / vocational setting	A/I			
	Knowledge of a vocational Curriculum	A/I			
	Excellent interpersonal skills and a natural ability to connect with young people	A/I/T			
	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			
	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			
<b>QUALIFICATIONS &amp; TRAINING</b>	Relevant qualification at L3 or above	A/I			
	Maths & English GCSE (or equivalent)	A/I			
	Willingness to undertake Continued Professional Development	I			
<b>EQUALITIES</b>	Understanding of, and commitment to equality of opportunity and the ability to apply this	I			
<b>FURTHER REQUIREMENT</b>	It is essential that all candidates are deemed suitable to work with children and/or vulnerable people.				
<b>ADDITIONAL REQUIREMENT</b>	Full clean driving licence, relevant insurance and use of own vehicle is essential.				