

BRISTOL TUITION CENTRE

ADDITIONAL NEEDS TUTOR & COMMUNITY TUTOR

Job Description

Job Title: Additional Needs Tutor & Community Tutor (Bank)

Reporting to: Service Delivery Manager / Head of Curriculum

Various contracts available: Permanent/ bank/ fixed term / part time /full time

Term time only (39 weeks per year)

Hours: 3 - 30 hours per week

Hourly Pay:

Alternative Position Bank position: £11.43 per hour + 12.07% holiday pay. For work during the hours (9-4pm)

Community Tuition Bank: £25 per 80 minute session, £20 per session thereafter. For work during the hours (4-8.20pm)

Contract: Bank, flexible (or self employed) with possibility to lead to permanent employment as the business grows.

Start Date: ASAP, Ongoing.

Location: Travel is required around the Bristol postcode areas, with most tuition taking place in community centers.

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.

Introduction

Do you have a passion for supporting children and young people in their learning and development?

We are looking for a committed, hard-working and adaptable Learning Mentor (TA) to join our enthusiastic and close knit team in our Alternative Provision Department.

We are looking to appoint someone who:

- Is kind, caring, energetic and enthusiastic
- Is flexible, adaptable and creative
- Has excellent communication and interpersonal skills and enjoys working within a supportive team
- Is able to positively promote inclusion and have high expectation for all children and young people
- Is committed to promoting high standards of engagement, progression and behaviour
- Is able to support learning in a 1:1 role or small group

What we offer:

- £500 Golden Hello when successfully completed 3 months service.
- A centre based learning environment, very different to school
- An organisation committed to supporting all children and young people
- A commitment to quality professional development for all including free training and career progression opportunities
- The opportunity to join a forward-thinking, supportive and caring team.
- Time off during term time (to be taken as TOIL) granted discretionary for special occasions, school plays etc.
- Optional end of term team outings often including a free bar
- Employee discount for our renowned Dream Wild Holiday Club at Stanton Park
- Employee discount for Community Tuition sessions (evening and weekend)

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 or small group tuition lessons for children and young people aged 5-19 with SEMH/SEND needs, during the school hours, and 1:2 private tuition lessons in English and Maths for after-school hours.

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

DUTIES:

- To safeguard children and young people and supporting their emotional well-being as well as academic learning
- To deliver 1:1 and small group sessions in Maths & English for Alternative Provision and 1:2 sessions for Community Tuition.
- To manage challenging behaviour using de-escalation techniques.
- To support on-going formative assessment and abide by administrative deadlines.
- To be familiar with the national curriculum and research new topic areas, maintaining up-to-date subject knowledge in order to devise and write new curriculum materials.
- To mark pupil's work and provide appropriate feedback and maintain records of pupils' progress and development.
- To working as part of a team to create a stimulating and supportive classroom environment
- To maintaining a safe and positive environment for all learners
- To create opportunities for all learners to reach their potential
- To be flexible, adaptable and show enthusiasm in daily duties
- To develop and maintain positive relationships and communications with staff, tutees, parents and carers and professionals
- To champion equality, promote inclusion and have high expectations for all learners
- To abide by all policies and procedures, risk assessments and Code of Conducts, at all times.
- To champion education for all by promoting inclusion and have high expectations for all children and young people.
- To undertake additional duties as required by the business needs.

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	
An understanding of strategies to manage and support young people with challenging behaviour.	X	
Ability to manage and motivate learners.	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 the ability and minimum qualification level to teach Level 2 Functional Skills Maths and English and Primary Maths and English.	X	
To have the ability to teach one subject (Maths, English or Science) to KS3.		X

<p>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. Or to have the ability to teach Maths and English to GCSE Level.</p>		<p>X</p>
<p>To have a working knowledge of child safeguarding practices and following an organisation’s Policy and Procedures.</p>		<p>X</p>
<p>To have the skills and abilities to identify signs and symptoms of abuse and understand procedures for reporting such concerns.</p>		<p>X</p>
<p>Proven ability to communicate effectively with adults and young people including through written and verbal communication.</p>	<p>X</p>	
<p>Ability to work sympathetically yet purposefully with challenging young people.</p>		<p>X</p>
<p>Experience of working successfully as a team member.</p>	<p>X</p>	
<p>. Ability to use basic ICT (word processing, spreadsheet, Google Drive, data input).</p>	<p>X</p>	
<p>. Drive to bring the vision, passion and drive to raise standards in all aspects of tuition centre life.</p>	<p>X</p>	