**OUTREACH SUPPORT TUTOR**

# ROLE DESCRIPTION

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| Job title & Grade | Outreach Support Tutor  Grade 6  D174 |
| Reporting & Communication | Headteacher  Assistant Headteacher (Pastoral/SENCo)  Lead Outreach Support Tutor |
| Hours | Full time 37 hours per week worked over 5 days, Monday to Friday |
| Annual Leave | Term time only incorporating pro rata annual leave entitlement and bank holidays |
| Probationary Period | 6 months from date of appointment |
| Job Purpose | At the direction of senior staff in school, and under the guidance of the Lead Outreach Support Tutor, work with individuals and groups of students who struggle to attend school and need tutor support to break down barriers to access their education. This includes support to access the curriculum, with an emphasis on English and Maths.  To undertake school-based English and Maths interventions for individuals and groups of students.  Develop, differentiate and deliver engaging sessions to support a range of learning styles with clear learning objectives, considering any barriers to learning or additional needs. |
| Additional Duties | None |
| General | The list of duties is not exhaustive and may be subject to other duties commensurate with the role. |
| Confidentiality | All employees are required to maintain confidentiality regarding any information about finance, students and employees. |
| Checks | This post is required to undertake a DBS check. |
| Role Description | This role description is subject to review and change from time to time. |
| Main Duties | To deliver one-to-one and small group tutoring support at Key Stage 3 and Key Stage 4, with a focus on English and Maths. This will primarily be out of school in student homes, community centres and/or online.  To undertake one-to-one and small group tutoring sessions in school.  To use a nurturing, empathic approach to help students to understand their emotions and learn strategies to support themselves.  To promote and facilitate positive social interaction and develop student social skills, including confidence and relationship building.  To work closely with key departments in school in order to successfully plan and deliver these sessions.  To identify learning gaps and help create bespoke intervention programmes to support students.  In conjunction with the Lead Outreach Support Tutor, to monitor, assess, record and report on students’ progress and development and provide feedback to students about their work.  To contribute towards Early Help Assessments as a mechanism to support students receiving tutor support and promote a successful return to school. Alternatively, to support and signpost towards alternative educational placements or provision.  To work as part of a collaborative multi-agency approach to develop close links with families and outside agencies to ensure good student outcomes.  With support from senior colleagues, to facilitate review meetings with families and agencies, reporting on student progress as part of this process.    To write referrals to agencies, as required.  To monitor student wellbeing as part of the outreach work.  To accompany students on out of school activities.  To attend appropriate professional development and training and where necessary help deliver and develop training within school. |

Signature of post holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature of manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure form from the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken my not be identified. This document must not be altered once it has been signed but will be reviewed regularly.

Employees will be expected to comply with any reasonable request for a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

# PERSON SPECIFICATION

**POST:**  **Outreach Support Tutor**

### **SCALE: Grade 6**

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| **Area** | Criteria Requirement – E = Essential – D = Desirable | **Requirement** |
| **Knowledge, Skills and Attributes** | * Proficient ICT skills in order to carry out administrative duties accurately and efficiently * GCSE Maths and English (grade 4/C or above) * Educated to A Level standard, ideally to degree level * Familiarity with writing concise case notes and recording on CPOMS (Child Protection Online Management System). * An understanding of and commitment to Equal Opportunities Policies and Disability Equality Duties * Previous experience of delivering intervention sessions * Previous experience of planning and implementing individual tutoring sessions and monitoring student progress * Previous experience of working with disaffected and vulnerable students * Previous experience of the EHA (Early Help Assessment) process and contributing to TAF (Team Around the Family) meetings * Full driving licence | E  E  D  D  E  D  D  D  D  D |
| **Experience** | * 2 years of experience working with students in an educational setting. * Experience of tutoring in English and Maths including at GCSE level. * Experience of working with students with SEMH barriers to learning and education. * Experience of working through psychoeducation, communication and relationship strategies for young people. * Familiarity with safeguarding practice in a school setting. | E  D  E  D  D |
| **Personal qualities** | * A warm and sensitive approach to young people with good communication and interpersonal skills. * Ability to build relationships and trust with young people and their families. * Resourcefulness, problem-solving skills, good humour and resilience. * Willingness to get involved in the wider life of the school. * A nurturing, but firm and fair approach. | E  E  E  E  E |