



Job Description

Title:	Maths and English Tutor (with personal tutor responsibilities)
Reports to:	Curriculum Lead
Based at:	Yorkshire Rose College
Hours of Work:	37 hours per week
Annual Leave	55 days including 8 bank holidays to be used during the school holidays
Basis:	Permanent
Salary:	CT2 £29,801 CT9 £35,938

Job Purpose:

The Accredited and Non-Accredited Maths and English Tutor is responsible for delivering high-quality, inclusive and engaging English and mathematics provision that enables students with special educational needs and disabilities (SEND) to develop the knowledge, skills and confidence required for adulthood, independence and future aspirations. The postholder will plan and deliver personalised learning through accredited qualifications, non-accredited programmes and embedded approaches, ensuring teaching is responsive to individual needs, EHCP outcomes and identified barriers to learning. They will create a positive and supportive learning environment where students are encouraged to achieve their potential, develop independence and make sustained progress from their starting points.

Working collaboratively with curriculum teams, Education Support Workers, therapists, parents/carers and wider college staff, the tutor will monitor and evaluate student progress, contribute to annual reviews and tutorials, and support students to develop their voice, confidence and preparedness for their next steps. The postholder will contribute to curriculum development, quality assurance and continuous improvement activities, while promoting safeguarding, equality, diversity and inclusion, British Values, Prevent and Personal Development. Through effective use of assessment, technology, adaptive teaching and innovative delivery models, including classroom-based, outreach and embedded learning approaches, the tutor will ensure all students have access to meaningful English and mathematics learning that supports successful outcomes and preparation for adulthood.

Key Duties and Responsibilities:

- Deliver high-quality accredited and non-accredited English and maths teaching, learning and assessment to SEND students, enabling them to achieve their individual goals, qualifications and aspirations.
- Plan and deliver inclusive, engaging and appropriately challenging learning that reflects students' EHCP outcomes, individual targets, preparation for adulthood and progression pathways.
- Assess, monitor, record and report on students' progress, achievement and outcomes, taking timely action to support continued development and success.
- Create a positive, supportive and accessible learning environment that promotes independence, participation, wellbeing and high expectations.
- Develop and adapt learning resources and use technology effectively to meet the diverse needs of students and remove barriers to learning.
- Work collaboratively with Education Support Workers, therapists, parents/carers and wider college staff to ensure students receive appropriate support and achieve their full potential.
- Undertake tutorials, contribute to Annual EHCP Reviews and support students to develop their voice, confidence and understanding of their next steps.
- Deliver the wider curriculum requirements, including Personal Development, British Values, Prevent and preparation for adulthood, in line with college expectations.
- Contribute to curriculum development, quality assurance, moderation and non-accredited processes, maintaining accurate records and completing required administrative duties.

- Maintain compliance with college policies and procedures, including safeguarding, equality, diversity and inclusion, health and safety, and professional standards.
- Participate actively in meetings, training, continuous professional development and college initiatives to support ongoing improvement.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

Quality and Standards

- Raise standards and foster an ethos of excellence and endeavour to give every student the opportunity to meet their potential.
- Establish productive working relationships with students, act as a role model and provide information and guidance about their own learning, behaviour, and consequences of their own actions to promote self-esteem.
- Ensure adherence to the Quality Framework and provide comprehensive feedback into the annual Self-Assessment Report and Quality Improvement Plan.
- Regularly update Managers on the effectiveness of the learning within sessions.
- Improve standards of learning support by networking and sharing good practice with others.
- Support all aspects of the learner journey and contribute as requested to internal and external audit processes.
- To keep all aspects of learning support under constant review and contribute to quality assurance processes.
- To critically review performance within learning environments in conjunction with other staff, develop and implement a plan for the delivery of excellence across the college curriculum.
- To be aware of and monitor student targets and progression and keep Managers informed of concerns.

General

- To strictly observe and follow staff code of conduct.
- To promote the highest standards of Health and Safety practice in relation to all aspects of the duties of the role and complete Risk Assessments for all activities.
- Support the college's implementation of all current statutory requirements, e.g. Equalities Act, Equal Opportunities, Child Protection and Data Protection (GDPR).
- To fulfil personal requirements, where appropriate, with regard to Trust and college policies and procedures, health, safety and welfare, emergency, evacuation and security.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- To work positively and inclusively with colleagues and stakeholders so that the Trust provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender, or disabilities.
- To attend training as required by the Trust to ensure that the best possible service is provided to our students and to each other.
- To observe at all times the Trust's policies, in particular those relating to Health and Safety at Work and Data Protection.
- Attending meetings, briefings and CPD events as required and taking in the necessary up dating required in the role.
- To complete all documents necessary to comply with HR policies and ensure that records are accurate and up to date.
- To be familiar with Prevent, British Values and the FE Ofsted Handbook.
- To undertake such additional duties or projects as determined from time to time by the line manager, after consultation with the post holder.

Person Specification

	Essential	Desirable
Qualifications	• Certificate in education, PGCE or equivalent • GCSE grade 4 and above (or equivalent) Maths and English	• Relevant, recent training and development • Level 2 BSL (willingness to work towards) • Trainer qualification (willingness to work towards) • Degree/HND/Foundation degree/Nationally recognised professional qualification relevant to skills sought in advertisement • Assessors award (willingness to work toward)
Experience	• Experience of working with children, young people or adults with SEND • Able to work as part of a team and communicate clearly • Experience of teaching maths and/or English to small groups of students or other relevant groups, including direction of support staff • Setting and achieving SMART targets • Ability to provide information in report format	• Experience working with people with behavioural needs • Experience of teaching adults with hearing impairments, learning difficulties and/or disabilities • Training or mentoring
Knowledge	• Commitment to safeguarding, equality and diversity and health and safety at the college • Understanding of the importance of maintaining confidentiality	• Behaviour management strategies • Reporting and writing • Knowledge of Databridge • Experience/Knowledge or understanding of specialist methods of communication • Knowledge of an MIS

Personal Attributes	• Flexibility is essential to meet the needs of our learners • Positive, proactive approach to all aspects of the job • Innovative and creative in meeting the needs of learners • To be an inspiring teacher • Willingness and ability to challenge unsatisfactory performance of learners • Driving license	• Understanding of own abilities, limitations and when to seek support • Keen to embrace and deliver change • Leadership skills
Safeguarding Young People	• Understanding the importance of safeguarding and child protection and its impact on this role.	