

SOUTHEND ON SEA CITY COUNCIL

Southend Adult Community College

JOB PROFILE/JOB DESCRIPTION

Job Title	SEND Tutor
Reports To	Advanced Teaching Practitioner/Vice Principle - High Needs and Learner Support
Level	AE 1-6; £33,764 – £41,401 per annum pro rata (depending on teaching qualifications)
Hours	Full time 37 x 52
Main Purpose of the Job	To design and deliver programmes for adults and young people with additional needs. Design schemes of work that meet the curriculum intent and offer learners work related learning, build skills in independent living in a vocational learning environment. Provide explicit instruction and provide the use of technology throughout the programme with scaffolding and 1-1 interventions where necessary. Contribute to the needs assessment for each learner before they engage with the programme.
Principle accountabilities and responsibilities	• To always ensure that duties are carried out with due regard to the College policies and procedures including Safeguarding and Prevent. • To teach learners effectively for an agreed scheduled timetable of class contact hours across all delivery sites. On occasion, these duties may include assessment of WBL. • Keep records, such as progress tracking, ILP's, ISP's. Contribute to EHCP Targets where applicable. • Work collaboratively to develop behaviour strategies and complete consistent management plans. • To develop and implement a range of communication resources/aids. • Undertake an annual teaching commitment of 738 hours. • To interview and provide initial assessment and guidance to learners. • To monitor, evaluate and assess individual learner progress and achievement, including internal

	quality assurance as required, to required standards. • To develop and lead courses under the supervision of a line manager. • To contribute to the College's quality initiatives including self-assessment, observation, appraisal and the mentoring and support of part-time tutors/assessors. • To contribute to cross-service team initiatives, such as behavioural management strategies • To produce course documentation such as schemes of work, lesson plans, tracking of individual learner progress, and participate in the development of teaching materials and resources, including use of Information Learning Technologies. • To teach programmes appropriate to the needs, aspirations, and levels of competence of learners. • To prepare up to date teaching materials relevant to the needs of learners. • To monitor learners' attendance and progress, maintain records, and prepare reports and where appropriate keep own records and contribute to an efficient service-wide record keeping system. • To participate in course development and review. • To work or liaise with additional learning support and other tutors and job mentors for referral purposes as appropriate. • To contribute to and take up staff development opportunities. • To participate in curriculum development, including integrating blended learning methodologies in order to meet learner needs, promote achievement and develop progression opportunities. • To assist with related teaching tasks such as, but not limited to, attending parent evenings, exam invigilation, induction events, award ceremonies. • Where specific care is needed, personal care and supervision outside of lessons. • To assist in publicity and marketing of the college and its services. • To carry out such duties as the line manager shall from time to time require. • Agree personal work objectives with the line manager and to regularly review progress towards their achievement.
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	• Carry out duties with due regard to the Council's Customer Care, Equality & Diversity, Information Governance, Data Protection and Health and Safety policies and procedures. • Undertake any other duties commensurate with the level of the post, including cross-service responsibilities as agreed with the line manager.
	College wide responsibilities and behaviours: • Staff have a responsibility and duty of care to safeguard and promote the welfare of pupils and staff. Staff must be aware of the systems within the College which support safeguarding and must act in accordance with the College's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated. • Staff are responsible for their own health and safety in the workplace and that of other staff, students and visitors to our sites and must adhere to policies and procedures. • Staff are required to consider sustainability of resources and the potential impact on the environment, in the workplace. • Staff wellbeing is promoted in the workplace, creating an environment of positive mental health awareness, and caring for others as part of our duty of care. • Staff have a responsibility and duty of care to ensure we promote a culture of inclusion. Staff should be aware of Equal Opportunities good practice and adhere to the Council and College requirements for Diversity; to implement this in all aspects of working practice and promote it in the team and workplace. • This role requires DBS clearance, appropriate to the function. • This job description does not form part of your Contract of Employment. Evening and occasional weekend working will be required

This role requires an Enhanced Disclosure from the Disclosure and Barring Service.