

## JOB DESCRIPTION

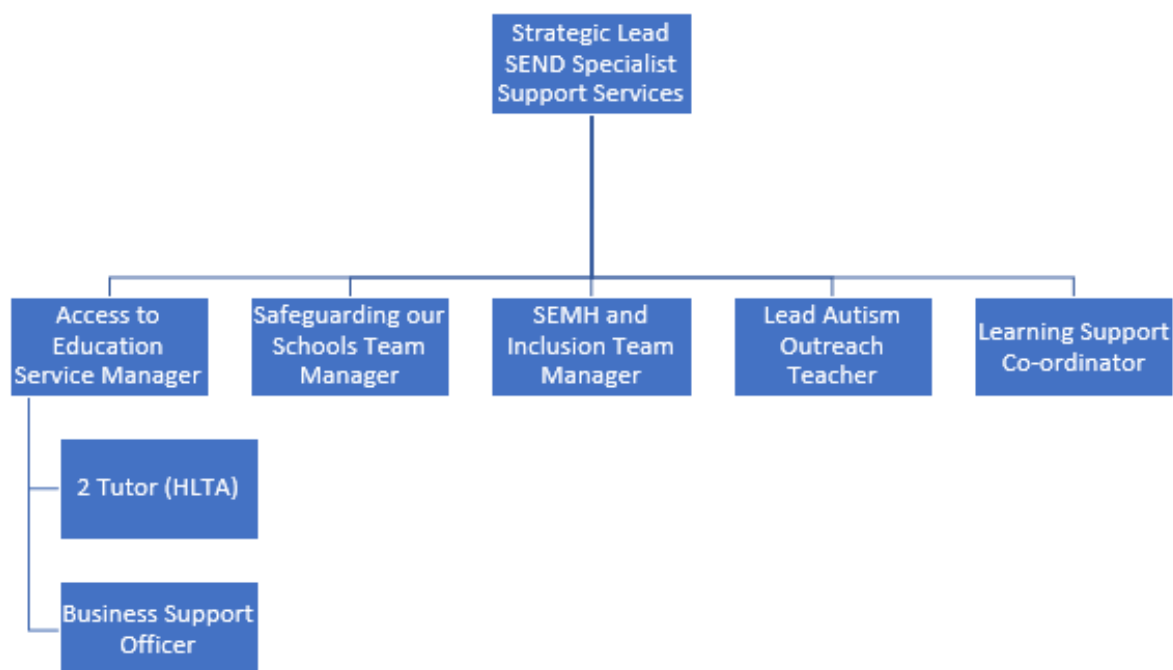
<b>Job Title:</b>	<b>Access to Education Tutor (HLTA)</b>		
<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	<b>£29,093 - £34,314 FTE</b> plus £706 London Weighting  For 39 weeks TTO: £24,941- £29,417 plus £605 London Weighting
<b>Section:</b>	<b>Education and Learning</b>	<b>Grade:</b>	<b>BG-H SCP 15-24</b>
<b>Location:</b>	<b>Access to Education Team Braccan Walk Youth Hub</b>	<b>Work Style:</b>	<b>Fixed</b>

### Key Objectives of the role

To carry out the professional duties of a tutor, in accordance with any directions which may reasonably be given by the Access to Education Manager from time to time.

To teach pupils being educated through Bracknell Forest Council Access to Education Team which provides education for pupils who are out of school by reason of illness.

### Designation of post and position within departmental structure



## Daily and monthly responsibilities

To promote and support wherever possible the reintegration of pupils into full-time education, whether in mainstream or special schools or further education.

- To safeguard and promote the general well-being of pupils.
- To maintain effective working relationships and exchange of information with pupils and their parents/carers and with schools, colleges, careers advisors and with other professional agencies.
- To influence and affect raising the standards of achievement of pupils in the Access to Education Service.
- To implement and manage the planning, delivery and evaluation of the curriculum for the pupils you teach in collaboration with registered school and other education provisions
- To use positive strategies to manage behaviour where appropriate.
- To monitor progress towards achievement.
- To assist with the preparation, implementation and monitoring of individual reintegration and transition plans for all pupils, including educational, behavioural and pastoral targets.
- To establish an effective partnership with parents and carers that contributes to the young persons learning.
- To assess record and report on the development, progress and attainment of pupils
- To promote the general well-being of pupils
- To review from time to time methods of teaching and programmes of work.
- To participate in arrangements for further training and professional development.
- To undertake any other professional duties reasonably delegated by the Access to Education Manager

## Scope of role

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	GCSE Grades 9-4 / A*-C inc. English and Maths (or equivalent)	Qualified Teacher Status
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>A record of successful support of pupils</p> <p>Experience of working with pupils with emotional and or behavioural difficulties</p> <p>An effective communicator</p> <p>Good organisational skills</p> <p>The ability to negotiate effectively and be flexible</p> <p>The ability to motivate and enthuse pupils in variety of subject areas</p> <p>The ability to de-escalate confrontation</p> <p>The ability to plan and deliver programmes for a number of subject areas at Key Stage 1 &amp; 2 and/or 3 &amp; 4</p>	Teaching Experience in a primary or secondary school
<b>Work-related Personal Requirements</b>	<p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p> <p>Sensitivity to the reasons that might underlie a pupil being educated other than at school</p> <p>An understanding of the needs of disaffected children and young people</p> <p>Excellent written communication skills</p> <p>The ability to recognise and manage conflicting pressures and meet deadlines</p>	Excellent ICT skills

	A commitment to the protection and safeguarding of children and young people
<b>Other Work Requirements</b>	<p>A satisfactory enhanced Disclosure and Barring Service check. This post is exempt from the Rehabilitation of Offenders Act 1974</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies</p>
<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

