

Job description

Job Title:	Functional Skills Tutor for Children Looked After (CLA) x 1 (15 hours p/w TTO)		
Directorate:	People	Salary:	For 15 hrs, TTO: £13,027 – £14,578 p.a pro-rata Including; £248 London Weighting pro-rata Full-time equivalent, TTO: £32,135 - £35,961 p.a Including; £612 London Weighting
Section:	Education and Learning	Grade:	BG-G 25 - 30
Location:	Portman Close	Work Style:	Fixed

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 Virtual School Head from time to time.

To teach small group Functional Skills (FS) Maths sessions, and preferably English, to vulnerable young people (CLA, CWSW, SEND) from year 9 to year 11, and to support those who are not attending school due to suspensions, missing education (CME - no school place), or missing out on education (CMOOE – reduced timetables, not attending), at out centre, Stellar Grove, in Bracknell. In addition, support will be provided to post 16 vulnerable young people, and those identified as NEET (not in education employment, or training) to support improving grades and improve life chances.

Designation of post and position within departmental structure

The immediate strategic line manager is the Virtual School Headteacher and day-to-day operationally manager is the Senior Education Advisor.

Assistant Director: Education and Learning

Virtual School Headteacher

Senior Education Advisor

Functional Skills Tutor for CLA

Daily and monthly responsibilities

To promote and support the education of vulnerable young people:

- To plan and deliver lessons tailored to meet the unique needs of the students while also covering content required to sit the appropriate Functional Skills (FS) exam.
- To use creative planning approaches to make learning relevant to real life contexts that interest and engage the students.
- To plan activities to build confidence, resilience and persistence within sessions to prepare students for less intensive support.
- To develop and share FS resources.
- To safeguard and promote the general well-being of pupils and respond to any student's needs in a trauma informed manner.
- To maintain effective working relationships and exchange of information with pupils, the Virtual School, parents and carers, schools, colleges, SEND and other professional agencies.
- To create opportunities for socialisation and collaboration between individuals in lessons to prepare students for larger classes in the future.
- To complete assess, plan, do, review cycles to ensure students are making progress towards their academic outcomes.
- To undertake diagnostic assessments, write reports, set appropriate initial FS objectives and support the students to achieve.
- To collaboratively set SMART targets for academic outcomes with students so they are clear on the next steps in their learning and the actions they need to take to improve.
- To record, track and report on individual learners' progress.
- To provide information for PEP meetings and annual reviews, and report on academic progress for students.
- To teach exam techniques and develop tools for learning that support students with study skills and assessment completion.
- To collect evidence for any access arrangements that may be required when sitting exams.
- To enter students for FS exams as appropriate once they are ready.
- To keep your own knowledge of Functional Skills (FS) up to date through CPD and engage with regular supervision.
- Any other duties as reasonably requested.

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
Skills and qualifications	<p>5 A*- C or 5 - 9 Grades inc. English and Maths (or equivalent)</p> <p>Level 5 Diploma in teaching with specialist pathway in Mathematics (Numeracy) or a relevant teaching qualification, or relevant experience.</p>	<p>Qualified Teacher Status</p> <p>Level 3 qualification in Maths and if required English</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Teaching experience in a primary or secondary school or Post 16 setting.</p> <p>Understanding of and commitment to the requirements of safeguarding vulnerable children and young people 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 and team player.</p> <p>Good organisational skills and the ability to work proactively and reactively.</p> <p>The ability to negotiate effectively and be flexible.</p> <p>The ability to motivate and enthuse pupils.</p> <p>The ability to de-escalate confrontation.</p> <p>The ability to plan and deliver Functional Skills.</p>	<p>Experience of teaching/working with Children Looked After, Children with a social worker, children with SEND.</p> <p>An understanding of and skills to teach children with challenges due to attachment and trauma.</p> <p>The ability to plan and deliver subject areas at Key Stage 1 & 2 and/or 3 & 4.</p> <p>The ability to support students who do not have English as a first language.</p>

<p>Work-related Personal Requirements</p>	<p>Sensitivity to the reasons that might underlie a pupil being educated other than at school.</p>	<p>Excellent ICT skills.</p>
	<p>An understanding of the needs of disaffected young people.</p>	
	<p>Excellent written communication skills.</p>	
	<p>The ability to recognise and manage conflicting pressures and meet deadlines.</p>	
	<p>A commitment to the protection and safeguarding of children and young people.</p>	
<p>Other Work Requirements</p>	<p>A satisfactory enhanced Disclosure and Barring Service check.</p>	
	<p>The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.</p>	
	<p>This post is exempt from the Rehabilitation of Offenders Act 1974</p>	
	<p>Anything that is applicable to the role that is out of the norm.</p>	
<p>Role models and demonstrates the Council's values and behaviours</p>	<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.

