

SEND Tutor Job Description

Reporting to: Curriculum and Progress Manager

Salary Range: Grade 7, SCP 28 £31,541.90

Hours per week: 37.5 Academic Contract

We are looking for **creative, experienced individuals** with a passion for inspiring those with significant barriers to learning, including those with complex and multiple needs. You will be working with very small groups of learners in a variety of settings across our 40-acre campus.

We are seeking exceptional individuals who can be a shining beacon of quality teaching and who instinctively work at the centre of a multi-disciplinary team to ensure that our learners get the best possible experience from each session. We would particularly welcome applications from teachers of Employability and Life Skills, who are able to use our land- or craft-based resources to meet the needs of the curriculum.

What we can offer you:

Successful candidates will join a new, but dynamic team who are passionate about the service that Camphill Wakefield can offer to our students.

In joining our team we can guarantee you:

- **Support from a wide range of specialist staff**, including Therapy, Education Support and Employability teams
- A **friendly, inclusive working environment** where everyone is valued
- Clear opportunities for **professional growth and progression**
- A strong commitment to **self-directed CPD**
- A **manageable and flexible workload**, wherever appropriate
- Regular **1-1 meetings** and reflective sessions led by experienced professionals
- And, of course, **a new challenge every day**
- 45 days annual leave
- 2 x paid Wellness Days per year
- Benefits Plan including 24/7 EAP and GP services, physiotherapy, tests and scans, mental health support alongside money off dental, optical and various other treatments.
- Rewards & discounts on hundreds of popular fitness and lifestyle brands, including gym discounts.
- Death in service benefit (3 x annual salary)
- 4% pension contribution
- Free parking

Job Purpose and Vision

To plan and deliver high quality curriculum provision, inspiring and supporting learners to engage, attain and progress. As an educational professional, work to the highest standards, commit to your own professional development and work collaboratively to secure strong outcomes successful experience for learners.

Key responsibilities & Duties:

- Plan and deliver high quality curriculum provision through Schemes of Learning designed to directly meet the identified needs of learners, inspiring them to engage, attain, and progress.
- Develop and continually review Schemes of Learning, Individual Student Plans and resources for learning, including Digital materials, so that they directly respond to the identified needs of learners and comply with our Quality Assurance framework and accrediting body requirements
- Work collaboratively with Education Support and Therapy staff to ensure all support is well planned within the delivery of the curriculum and impacts positively upon learners' engagement, attainment and progress.
- Work with other Senior Tutors on the promotion and embedding of Prevent, British Values and equality and diversity in all sessions, as appropriate.
- Support and undertake quality assurance and improvement activities including curriculum reviews, Tutor reviews, self-assessment, lesson observations and learning walks.
- Maintain accurate and up-to-date learner information and data records including fulfilling all relevant management information requirements. This includes providing management reports.
- Provide a safe, accessible and positive learning environment for all learners.
- Promote and maintain positive behaviours, setting clear and high expectations for attendance, punctuality and behaviours for learning.
- Maintain professional knowledge of prevailing education policy, curriculum standards and regulatory requirements.
- Participate in continuous professional development (min 5-days p.a.) and facilitate access to professional development of others
- Support and lead as appropriate the design and delivery of professional development
- In liaison with the Curriculum Manager, manage resources for learning including the efficient deployment of Therapy and Education Support staff to deliver planned provision.

General:

- To attend and abide by all safeguarding training and practices as set out in the Organisation's policies and procedures and to notify line managers of any suspected safeguard issues. Comply with Camphill Wakefield's policies and procedures at all times.

Safeguarding and SEND Responsibilities:

- Work in a manner that supports the college's safeguarding policies and promotes the welfare of young people and vulnerable adults.
- Demonstrate patience, understanding, and respect when working with students with a range of special educational needs and disabilities.
- Always maintain professional boundaries and confidentiality.

Additional Information:

There may be times when you will be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature: _____

Employee Signature: _____

Qualifications, Skills & Competencies:

Requirement	Essential or Desirable	How Assessed
Knowledge & Understanding: <ul style="list-style-type: none"> Teaching and Learning qualification at Level 5 (Min. qualified teacher learning & skills) Qualified Teacher Status (Level 7) Degree or post graduate award in SEND and or subject areas or areas (Level 6) Successful experience of working collaboratively and across teams / agencies to support positive outcomes for learners. Detailed knowledge of prevailing education regulation and inspection (OFSTED) and experience of inspection Commitment to learners' success and progression Commitment to the services core values Learning and Learning Support qualification e.g. SENCO Assessment and verification qualification Experience of working in a specialist education setting Successful experience of managing others 	Essential	Application & Verification
	Desirable	Application & Verification
	Desirable	Application & Interview
	Essential	Application & Interview
	Essential	Application & Interview
	Essential	Application
	Essential	Application
	Desirable	Interview
	Desirable	Application & Verification
	Desirable	Interview
Skills & Abilities: <ul style="list-style-type: none"> Good interpersonal skills, professional resilience, and positive attitude. 	Essential	Interview
		Interview

<ul style="list-style-type: none"> • Strong organisational skills and the ability to manage a varied workload. • Ability to mentor and motivate others to deliver objectives. • Excellent written and verbal communication skills. • Good digital and ICT skills, confident in the use of learning technologies. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Application & Interview</p> <p>Application & Interview</p>
<p>Personal Attributes:</p> <ul style="list-style-type: none"> • Self-motivated. • Creative and innovative. • Commitment to continual professional development, both for self and others. • Professional development relevant to Safeguarding, Prevent and British values. • Commitment to equality, diversity and inclusion. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>