Information for Short Term Provision Support Tutor applicants

Introduction to the service

James Brindley delivers education across 10 sites including teaching centres and hospitals throughout Birmingham. We provide education for children and young people aged 2-19 who are unable to attend mainstream school due to their medical conditions or special educational needs.

Our Short Term Provision team provides home tuition for primary and secondary age students who are unable to leave their home to attend school on medical grounds.

It is our aim to ensure that all tuition is of a high quality with a view to:

- preventing them from slipping behind their peers in school
- allowing them to take appropriate qualifications
- enabling them to reintegrate successfully back into school as soon as possible

We personalise the academic and pastoral support provided in the light of medical information, prior educational attainment and any relevant aspirations and future plans.

We seek to provide a package which will be comparable to full-time attendance at school. Please note, however, that we normally start out with a few hours and then try to build this up as part of a transition plan. We encourage and support independent learning and can loan IT equipment if appropriate. Whenever possible we keep in close contact with the young person’s home school and encourage them to provide schemes of work and relevant resources.

Our staff team includes specialist qualified Primary and Secondary teachers together with a number of Support Tutors who all have the skills and expertise to effectively engage with pupils and students from 4-16.

We encourage those who are physically able to travel to complete some of their 1:1 sessions within one of our teaching centres. These students will also be offered the opportunity to participate in our Well-Being activity programme (usually on a Wednesday afternoon) which takes place at 4 of our teaching centres. From time to time we will also offer them the opportunity to participate in trips and visits.

Support Tutor role

This is a new role within our Short Term Provision team and as such the staff appointed will have the opportunity to shape and develop the range of support and tutoring provided in the light of our current pupil cohort and other developments across the Academy.
JOB DESCRIPTION

STP Support Tutor

Contract term: permanent

Hours of work: flexible, minimum 15 per week

Salary: Grade 3

Purpose of Job Role:

• Actively supporting/facilitating work set by home schools and/or the Academy contracted teachers
• Teaching basic skills (numeracy and literacy) to Primary and up to Level 2
• Providing pastoral support and guidance for young people and (if appropriate) their parents about future pathways/transition, keeping safe, e-safety, personal, social, health education
• Accompanying children and young people on visits to activities outside the home e.g. James Brindley Well-being Programme
• Providing guidance and supervision for students undertaking e-learning programmes or accessing lessons provided by James Brindley teachers via Microsoft Teams or similar

Duties and Responsibilities:

• To supervise pupils engaged in learning activities to ensure that the learning objectives set by the teachers are achieved
• To ensure inclusion and acceptance of all pupils in order to promote equal opportunities
• To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained
• To keep appropriate records, as agreed, to enable objective and accurate feedback to the STP teachers and pupils on the conduct of the lessons
• To support the use of ICT and other equipment and materials to enable pupils to achieve the learning objectives set by the teacher
• To register pupil according to Academy procedures
• Maintaining contact with pupils’ home schools
• To ensure the sessions meet the highest standards of practice and organisation as well as engaging and effective
• To be aware of the medical barriers to learning and how to overcome these, ensuring all pupils make progress
• Regular monitoring and reporting of individual progress; reviewing as appropriate
• To monitor, assess and report progress with regard to individual pupils, ensuring personalised and effective timely intervention
• To contribute towards the development of schemes of work
• To participate in the development and maintenance of effective communication within the Academy; and with parents, schools and relevant agencies
• Meeting regularly with the Academy’s supervisor/mentor
• Attending briefings with STP Coordinator
• Implementing VIP Reward Scheme
Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all academy policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual pupils, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Academy.
9. Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
10. To perform other such duties as the line manager, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions, actuations and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Specific Conditions:

- No leave to be taken during term time
- May be required to work at other sites within James Brindley Academy
- Observation of the school’s Equality Policy will be required

Team/s: STP
Responsible to: STP Coordinator, Academy Leadership Team
Responsible for: n/a

Job description issued after consultation

..........................................................   Date .............................

Signature of the Principal

Copy received by
..........................................................   Date .............................

Signature of the Post holder