

# Job description

## Job title

Associate Tutor

## Hours

37.5 hours

## Contract

Permanent Full Time

## Role profile and grade

TLS25, Grade 2 – Point 4

## Salary

£30,912 per year

## Location

Bridge College Openshaw

## Reports to

Curriculum Lead.

## Type of DBS required

Enhanced, Child and Adult Workforce

The Together Trust is committed to safeguarding and promoting the welfare of the people we support and expects all our staff and volunteers to share this commitment.

Safeguarding checks will be undertaken for the successful candidate in line with our safer recruitment policy, including an Enhanced DBS check (at no cost to yourself).

This role will involve regulated activity.

## Job purpose

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students with support from teaching staff.
- Monitor and support the overall progress and development of students.
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student attainment and behaviour.
- Share and support the college's responsibility to provide and monitor opportunities for personal and academic growth.

## Responsible for:

- Delivering interventions for students who require additional support in achieving expected outcomes in Literacy, Numeracy and PSHE.
- Working in partnership with the class teacher to deliver a high-quality curriculum.
- Supporting embedding therapeutic approaches to ensure Tier strategies are used consistently to support learners to access learning.
- Providing cover in the absence of colleagues in which standards and expectations are maintained for students in these lessons.

**Liaising with:** Senior Management Team, teaching/support staff, college representatives, external agencies and parents.

## MAIN DUTIES

### Operational / Strategic Planning:

- Assist in the curriculum development through effective intervention planning including measuring impact of interventions.

- Provide covers for absent staff.
- Ensure effective capturing of student engagement in college wide curriculum.

### **Curriculum Development:**

- Support the development of a curriculum area.

### **Staff Development:**

- Take part in staff development programmes by participating in arrangements for further training and professional development.
- Continue personal development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the Performance Management Review process.
- Support teams in the effective/efficient deployment of education assistants.
- Work as a member of a designated class team and to contribute positively to effective working relations.
- Develop and assist teaching programmes in conjunction with education assistants and monitor and review their implementation.
- To assess the progress of students and direct the work of education assistants in the delivery of educational programmes.

### **Management Information:**

- Maintain appropriate records and to provide relevant accurate and up-to-date information to the Headteacher and Head of Department.
- Complete the relevant documentation to assist in the tracking of students.
- Track student progress and use information to inform teaching and learning and respond to Achievement Leader, Learning leader and Curriculum Leader.

### **Quality Assurance:**

- Help to implement college quality procedures and to adhere to those.

- Contribute to the process of monitoring and evaluation with teaching staff. To seek/implement modification and improvement where required.
- Take part in reviewing methods of teaching and programmes of work.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the college with all staff.

### **Communications:**

- Communicate effectively with the parents of students as appropriate.
- Co-operate and communicate with other teaching, therapy and support staff.
- Where appropriate, to communicate and co-operate with outside agencies.
- Follow agreed policies for communications in the college.

### **Management of Resources:**

- Support the process of the ordering and allocation of equipment and materials with relevant staff.
- Identify resource needs and to contribute to the efficient/effective use of physical resources.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of all.

### **Pastoral System:**

- Promote the general progress and well-being of individual students and of the teaching as a whole.
- Liaise with Senior Leaders to ensure the implementation of the college's Positive Expectations and PBS policy
- Register students and encourage their full attendance at all lessons and their participation in other aspects of college life.

- Evaluate and monitor the progress of students and keep up-to date student records as may be required.
- Contribute to the preparation of Individual Education Plans and progress files and other reports.
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- Communicate as appropriate, with the parents of students and with persons or bodies outside the college concerned with the welfare of individual students after consultation with the appropriate staff.
- Contribute to personal development curriculum and citizenship groups and lead behaviour management groups.
- Apply the Positive Behaviour Support Policy so that effective learning can take place.

### Teaching:

- Teach students according to their educational needs, including the setting and marking of work carried out by the student in the college and elsewhere in liaison with other teaching staff.
- Assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required by Head of Department.
- Contribute to written assessments, reports and references relating to individual students and groups of students.
- Undertake a designated programme of teaching.
- Ensure a high-quality learning experience for students.
- Prepare materials for the day.
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- Maintain discipline in accordance with the college's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work.
- Mark and assess, giving written/verbal and diagnostic feedback as required.

### **Additional Duties:**

- Play a full part in the life of the college's community, to support its vision and ethos and to be a good role model for all students.

### **Other Specific Duties:**

- Continue professional development as agreed.
- Engage actively in the performance review process.
- Actively engage with the Together Trust's vision, mission and values.
- Commit to promoting equality, diversity and inclusion.

The postholder must be working towards Qualified Teacher Status within a reasonable timeframe. The Trust and the college will support this through the apprenticeship levy.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.

The postholder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

The postholder must comply with the college's Equality Policy, Safeguarding Policy and Health & Safety Policy, and complete enhanced disclosure forms.

## Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

|                                               | Essential                                                                                                                                                                                                                                         | Desirable                                                                                                                                                             |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education, qualifications and training</b> | Degree in a relevant subject.<br><br>G.C.S.E Maths, English Grade 4.                                                                                                                                                                              | Qualifications linked to working with children with SEN.                                                                                                              |
| <b>Experience and skills</b>                  | Successful instruction of student with ASC.<br><br>Experience of working with children having SEN.                                                                                                                                                | Evidence of further training in SEN.<br><br>Evidence of developing courses.<br><br>Experience of OFSTED process.<br><br>Successful OFSTED / observational experience. |
| <b>Knowledge and understanding</b>            | Evidence of ability of lead a group.<br><br>ICT Literate.<br><br>Evidence of having influenced the quality of learning, in present establishment.<br><br>Understanding and knowledge of approaches to a variety of positive behaviour management. | Skilled in PBS.<br><br>Contribute to the writing and implementation of IEPs and PBS Plans/RAMPS.<br><br>Ability to drive and have the use of a vehicle                |
| <b>Other</b>                                  | Empathy with children / parents who are experiencing difficulties.                                                                                                                                                                                | A keenness for further professional development.                                                                                                                      |



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|  | <p>Flexible approach to people and situations</p> <p>Willingness to work in close partnership with staff, parents and other professionals.</p> <p>Commitment to the college, students and parents.</p> <p>Commitment to the college's Equality Policy and a willingness to promote the ethos of the college.</p> | <p>Interests other than education.</p> <p>Ability to contribute to extra-curricular activities.</p> |
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Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.