

JOB DESCRIPTION

JOB TITLE

College Tutor

REPORTS TO

Deputy Head

1. JOB PURPOSE

The David Lewis College provides residential specialist further education for young adults aged 16-25 with learning disabilities including autism, epilepsy and associated neurological conditions. Some of our learners have varying degrees of challenging behaviour.

The College's work is divided into a number of strands. The post holder will be required to work across all of the strands. There is a very strong emphasis on a holistic multi-sensory curriculum to develop communication, self-advocacy and choice and improve mobility and independence.

2. PRINCIPLE ACCOUNTABILITIES

- 2.1 To deliver teaching and learning within a range of environments and to develop the SEND curriculum area.
- 2.2 To act as a personal tutor to a group of students (if required).
- 2.3 In this role staff are responsible for a group of students which includes drawing up the Individual Learning Plans, setting targets and monitoring progress and achievement. The tutor will work closely with the Student Support Coordinators and SLT to look after all aspects of the students support and welfare.
- 2.4 To liaise closely with key professionals to maintain a holistic and consistent approach to student support.
- 2.5 To draw up and monitor the targets within Individual learning plans, ensuring targets are identified and monitored for all aspects of the learners programme. This will require liaison with the key workers.
- 2.6 To gather information on individual achievements and accurately record on the individual learning plan.
- 2.7 To ensure that all learners receive their ILS entitlement and their programme of study is in accordance with their funding agreement.
- 2.8 To be involved within the College team, supporting collaborative events. To work flexibly attending value added events such as the Student Ball and end of year celebrations.
- 2.9 To complete all documentation required for teaching and other records including formative and summative assessment records to a high standard.
- 2.10 To ensure that all teaching materials used and prepared are non-discriminatory and make full use of opportunities to promote cultural awareness.
- 2.11 To promote skills for life, total communication and behaviour support strategies across all activities.

- 2.12 To participate fully in the college system of observation of teaching and learning including sharing of good practice.
 - 2.13 To contribute fully to all other aspects of the colleges quality assurance measures.
 - 2.14 To assist with the preparation of the Self-Assessment report for the curriculum area.
 - 2.15 To ensure progress in students' progress in curriculum area is disseminated to relevant parties and informs tutorial and review process.
 - 2.16 To prepare and present reports for reviews and support students in reviews.
 - 2.17 To compile annual reports for parents.
 - 2.18 To maintain registers and records as required.
 - 2.19 To contribute to the development of high quality resources.
 - 2.20 To contribute to pre entry assessment, baseline and on programme assessments.
 - 2.21 The tutor will be expected to work such hours as are reasonably necessary for the proper performance of duties and responsibilities, including preparation for lessons.
 - 2.22 To be involved in functions and events which are integral to College such as parent support groups, meetings, open days, Christmas and end of term parties, summer fair and other events.
 - 2.23 To promote and support awareness of equal opportunities and to ensure that bullying, harassment and intimidation are not tolerated.
 - 2.24 In accordance with David Lewis policies, be familiar with and regularly refresh knowledge of the Aspects and Indicators of Abuse in relation to the protection and safeguarding of children/young people and vulnerable adults and to report all concerns, suspicions, allegations and incidents to the Lead Person without delay.
 - 2.25 To ensure that all health and safety responsibilities are discharged to protect the health and safety of self, employees and comply with best practice and legal requirements.
 - 2.26 To assist with any other Ad Hoc duties required as and when the business may require them.
-

3. PERFORMANCE MEASURES

- Excellent achievement for learners through accredited and non-accredited learning
- Excellent attendance and retention of learners
- Positive learner feedback
- Good observation grade

- Evidence of delivering effective learning and assessment in the subject area
 - Effective deployment of resources
 - Good knowledge of systems for assessing /recording achievement
 - Good demonstration of innovative curriculum design
 - Good community and internal links with partners
-

4. KEY COMPETENCIES

- Good organisational and time management skills
 - Consistently delivers good teaching, learning and assessment
 - Application of subject knowledge to develop a curriculum area
 - Excellent communicator both verbally and in writing
 - Able to work independently and as part of a team
 - Commitment to a total Communications Approach
 - Flexible and with the ability to problem solve
-

5. KNOWLEDGE, SKILLS AND EXPERIENCE

- SEND Teaching experience - Desirable
 - QTS or QTLS
 - Qualification in subject area – degree equivalent
 - Working with students with a range of learning difficulties from moderate to severe. Including experience of epilepsy, autism, physical and communication difficulties
 - Working in a multi-disciplinary team environment
-

Disclosure and Barring Service (DBS) Checks: This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. The level of check which will apply shall be an "Enhanced" level check. Information about this disclosure can be found at www.gov.uk.

To prevent abuse and implement good practice David Lewis ensures that recruitment practices are robust and rigorous and that all staff employed have up to date and acceptable references, a full and complete employment history, an Enhanced DBS check and a check of the DBS barred lists.