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| **Job Description** | |  |
| **School** | South Cumbria Pupil Referral Service |
| **Job Title** | Tutor |
| **Salary Scale** | PCD10ii  Base Grade: 10 £28,785  Final Grade: 12 £32,878 - £33,799  (90 JWC’s)  Starting on £32,878 pro-rata |
| **Date** | September 2019 | [www.southcumbriaap.org.uk](http://www.southcumbriaap.org.uk)  [pru.south@cumbria.gov.uk](mailto:pru.south@cumbria.gov.uk) |

**Main purpose of the post**

* To take a key role in the delivery and development of the Curriculum area.
* To deliver and provide appropriate support in the teaching of a range of qualifications in related disciplines.

**Duties and Responsibilities**

**A Teaching and Learning**

* To teach in the curriculum area as directed by the Head of Curriculum Area.
* To manage, develop, promote and review the learning programmes within the area and be aware of and apply national trends and curriculum developments.
* To respond to new curriculum issues affecting programme delivery and student learning/training activities.
* To review teaching inputs regularly in the context of changing needs of students and programmes.
* To prepare and assemble suitable teaching materials and learning resources for the delivery of all courses/classes designated.
* To use and evaluate teaching techniques/methods appropriate to learner groups.
* To maximise learner success, achievement
* To identify and respond to students’ needs and welfare with counselling, guidance, support to own competence and, where necessary, refer to appropriate alternative authority.
* To carry out assessments of learning consistent with PRS’s processes and the requirements of relevant awarding bodies.

**B Administration**

* To maintain up-to-date syllabi for all courses/classes taught.
* To have available and maintain schemes of work for all courses/classes, copies of each to be logged in the course technical file.
* To contribute to the organisation and administration of placements as required.
* To maintain up-to-date records, reports, profiles, course files etc.
* To participate in the induction of students.
* To carry out the general administrative duties associated with the post, including registers, Education Plans, EHCP’s, timetabling requirements etc.

### C Standards and Policies

* To ensure the implementation of Equal Opportunities and Safeguarding across the PRS’s.
* To ensure the implementation of Health, Safety and Welfare policies across the PRS’s.
* To participate in all self-assessment and quality procedures required by the PRS’s in order to implement the PRS’s School Development Plan.
* To ensure that your programmes contributes to meeting the individual pupil targets.
* To be committed to the Professional Standards for Teachers and Trainers.
* To be committed to professional development
* To contribute to the marketing, promotions and enhancing of the profile of the programme area.
* To work with employers to identify and engage learners.

**D General**

* To safeguard children and vulnerable adults from harm and to report concerns in accordance with the PRS’s internal referral arrangements.
* To foster good relationships and advance equality of opportunity between different groups and eliminate discrimination, harassment and victimisation.
* To assist in the recruitment of learners to the PRS’s as required by the Line Manager or PRS’s senior managers.
* To deal professionally with colleagues and external partners as required.
* To ensure the confidentiality and security of all the PRS’s documentation and information.
* To attend training/refresher courses and meetings as required by the Line Manager
* To co-operate and take part in the PRS’s appraisal scheme and learning walks.
* To carry out other such appropriate duties that maybe reasonably required to successfully carry out the role.
* To attend and contribute to team, full staff and other relevant meetings
* Partake in the induction of potential students
* Attend and contribute to Open Days/Evenings and other events
* Participate in the Appraisal Scheme

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with South Cumbria Pupil Referral Unit and its policies.

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| **Job Working Circumstances (JWC)**  ***The JWC for this post group are assessed using the JWC guidance document for Schools and School services*** |
| **Emotional demands**  The post holder will regularly deal with seriously disadvantaged and / or distressed individuals.  **Physical demands**  The post holder will occasionally have to apply a very high physical effort.  **Adverse people behaviour**  The post holder will regularly be exposed to abusive behaviour where there is some potential for violence. |

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| **Personal Specification** | |  |
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|  | **Essential** | **Desirable** |
| **Qualifications** | * Possession of Level 5 Specialist qualification in relevant subject * High level of literacy and numeracy qualifications. * Hold or be willing to gain a teaching Qualification – Cert Ed/PGCE | * Degree or equivalent professional/vocational qualification. * Qualified to national standards for assessors |
| **Knowledge** | * National developments in the teaching relevant subject area(s) * Evidence of recent professional development. * Awareness of current curriculum and sector developments. * Knowledge of a range of related qualifications |  |
| **Relevant Experience** | * Recent experience of teaching in subject area in an education environment * Ability to deliver outstanding teaching and learning * Substantial experience of teaching children with special educational needs, in particular SEMH * Substantial experience of working with challenging behaviours | * Recent experience of delivering the new 9-1 GCSE specification * Understanding/experience of Functional Skills and C&G 3847 assessment requirements and moderation procedures * Experience of curriculum planning/submission writing. |
| **Skills** | * Good IT skills including Word, Excel, Outlook, Internet and Power point * Ability to enthuse and motivate * Interpersonal skills * Good communication (verbal & written) and presentation skills * Good administrative & organisation skills |  |
| **Other** | * Participation in promoting provision. * Willingness to travel between sites. * Willingness to travel to work placements, meetings and to arrange and take part in learner/employer visits. * Commitment to uphold and engage in the school’s ethos. |  |