

Job Description

Role	Group Tutor
Department	R.E.A.L. Education Ltd
Location	Mansfield
Accountable to	Provision Manager

Function of role

To support and maintain a high level of learner engagement through collaborative preparation and delivery of an innovative, creative and flexible curriculum. To use a collaborative and multi-agency holistic approach to delivering an education curriculum which includes attention to health and safety awareness, risk management and the safeguarding of young people.

Accountabilities:

Act in accordance with the organisation's policies and procedures under the guidance of the designated Provision Manager and adhere to the organisation's Equal Opportunities and Diversity policy.

Advocate on behalf of the young people and their families in your care. Encourage their involvement in the decision making and the management of their programmes. Assist with the assessment, preparation, delivery and review of a learner's curriculum including contributions to schemes of work and lesson plans. Offer a variety of approaches and opportunities to focus on an engagement with learning.

Be aware of all safeguarding procedures on a day to day basis, adhering to these where appropriate through the Designated Safeguarding Officer, and be aware of all policies and practice in relation to the safety of young people and vulnerable adults

Be responsible for all aspects of learner health and safety, informing the designated Provision Manager of any accidents or identified risks, and using the significant incident reporting form appropriately. Support the Provision Manager to ensure venues used are appropriate and risk assessed, and that Health and Safety guidance supplied by the company is adhered to.

To support the Provision Manager in the collection and collation of pupil information including learner profiles, pen pictures, risk management procedures and special educational needs and suitably differentiate your delivery to meet the identified needs.

To support the Provision Manager in the completion of all assessments, pupil tracking documents, progress reports and feedback reports to commissioning bodies e.g. Education,

Health and Care plans, KS3 & KS4 transition planning, and post 16 opportunities.

Carry out additional duties as reasonably requested by the Alternative Provision Manager or designated Provision Manager and be responsible for your own continuous professional development.

Performance indicators

Able to meet annual performance management criteria to a good or outstanding standard.

Adherence to the accountabilities and responsibilities in this job description, and adherence to organisational policies and procedures.

Able to demonstrate outcomes thinking through regular support and supervision.

Achievement of positive outcomes for young people.

Key values and ethos of organisation

Trust

Innovation

Achievement