

JOB DESCRIPTION

Outreach Teachers providing Outreach Tuition
Current as of September 2020

POST: One to One Tutor and Outreach tuition.

RESPONSIBLE TO: Maxine Tasker Head of Teaching and Learning

JOB PURPOSE: To complement the professional work of the client (in this case the school or academy) as a teacher of agreed learning activities under an agreed system of supervision, consistent with the aims of the client's requirements

Activities involve planning, preparing and delivering/teaching in the specialist subject across agreed key stages, as well as monitoring pupils, assessing, recording information on Individual Education Plans and reporting on pupils achievement, progress and development when requested.

To ensure that safeguarding of pupils and tutors is a priority.

JOB CONTEXT & requirements: Outreach tutors/teachers may work within a designated centre or approved teaching venue, delivering lessons on specialist subjects or agreed subject matter.

Enhanced DBS clearance required.
Registered with Annual Update Service for DBS Checks
Recognised Teaching Qualification for UK is required.

The ability to communicate clearly with colleagues in schools, students and their families about teaching, learning and progress.
Accurate written and spoken English is essential for the post.

Travel to and from different venues may be a requirement of this role.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Operational Management

- Develop and maintain an up-to-date knowledge and understanding of the subject area/s being taught .
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.

	<ul style="list-style-type: none"> • Provide objective accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. • Challenge and motivate pupils, promote and reinforce self-esteem. • Work with the designated School's agreed behaviour policy (if on school site) to anticipate and manage behaviour constructively, promoting self-control and independence. • Take an appropriate role in the support of appropriate behaviour management strategies. • Participate in the marking of pupils' work and accurately record achievement/progress. • Organise and manage resources. • Use ICT, where appropriate, to advance pupils' learning, use common IT tools for own and pupils' learning. • Undertake break supervision as required • Update Individual Education Records
Communications	<ul style="list-style-type: none"> • Be prepared to discuss student work when asked by school to do so – this may include email communication of up to date progress. • Listen actively and respond to concerns about developmental or behavioural changes. • You may be asked to participate in some meetings with other staff, external professionals and parents regarding pupils, in an education reporting capacity to a meeting – you will be notified in advance. • Please do not contact schools directly unless asked to do so by Head of Teaching and Learning
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> • Where you have been specifically requested to do so, please email the attendance officer at the designated school to let them know a student has attended your sessions. • Assess, record and report on pupils attainment and progress within assessment and reporting processes • Share information confidentially about pupils with teachers and other professionals as required
Planning and Organising	<ul style="list-style-type: none"> • Within an agreed system of supervision (this means that the office manager may ask to speak with you about work when needed e.g. for cover or quality assurance) plan teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate.
Data Protection	<ul style="list-style-type: none"> • To comply with the Connect2Education Ltd policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety	<ul style="list-style-type: none"> • To work with colleagues and others to maintain health, safety and welfare within the working environment. • To notify the office manager if you have a concern regarding Health and Safety in an environment in which you have been asked to work or if something has changed and you have concerns.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all clients and students that all our existing and future employees have equal opportunities. • Promote inclusion and acceptance of all pupils
Flexibility	<ul style="list-style-type: none"> • Connect2Education Ltd recognises the importance of 'Family Friendly' hours and operation on a basis of flexibility in response to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances for example, some staff may choose to work overtime hours and be paid additional sums for these hours as agreed. Some staff may need time off for family commitments and therefore reduce their hours accordingly.
Customer Service	<ul style="list-style-type: none"> • Connect2Education Ltd asks for a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • Connect2Education Ltd requires that staff offer the best level of service to their clients and students and behave in a way that gives them confidence. All students and their families will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	Updated 01 September 2020