



Children, Families and Schools Job Outline

Job Title: Supply One to One Tutor

Responsible to: Service Lead

Point: Teachers Main Scale Pay in line with Service Area's Pay Policy

Overall purpose of the job: The purpose of a Supply One to One Tutor is to make sure East Riding Supply Service has access to high quality, flexible committed tutors who can offer 1:1 or small group tuition to identified children or young persons who, because of exclusion or health needs, including mental health needs, are unable to attend mainstream school full-time and are not able to access suitable alternative or specialist provision for a period of time. The successful Supply Worker will be called upon as the need arises and cannot be guaranteed regular work.

Scope of the Role

- To support vulnerable learners, including Children Looked After (CLA).
- Working directly with individual children and young people identifying needs and academic progress, working within the agreed Individual Education Plan and undertaking activities and tuition that maximises progress; influences behavioural and emotional change and strengthens educational engagement.
- Have an understanding of the statutory responsibilities in relation to the education of CLA pupils.
- Demonstrate a commitment to liaising with other agencies, including the Virtual School, in relation to prior attainment, individual needs and targets from the most recent Personal Education Plan (PEP).
- Responsible for ensuring that all contact with young people and, where appropriate, their parents operate within policies and procedures in relation to safeguarding and lone working as well as other relevant East Riding of Yorkshire Council procedures.
- Difficult decision making regarding delivery of personalised tuition and support to vulnerable and complex children/ young people in challenging circumstances.
- Requires ability to swiftly analyse and assess needs, difficulties and context of individuals' circumstances across all age ranges.
- Required to work with children/ young people and their families who have experienced difficult events e.g. exclusion/ mental health needs and may be emotionally upset and/ or angry regarding their experiences.
- Ability to work within agreed provisions/ settings as required.

Accountabilities

- The ability to plan and deliver appropriately targeted 1:1 and group sessions for pupils in need of education who are currently out of school is required (PPA time would be given in the latter instance).
- Work in line with the pupil(s) Individual Education Plan(s) or PEPs with agreed objectives.
- Monitor the progress and engagement of pupils receiving 1:1 tuition and provide

feedback/ as required to.

- Liaise with Service Lead as required where difficulties arise and where additional and/ or specialist tuition is required.
- Adapt teaching and learning strategies to engage, motivate and inspire children/ young people to make progress.

General Information

- The above principle accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation
- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act 1972. Confidentiality must be maintained at all times



PERSON SPECIFICATION - SUPPLY ONE TO ONE TUTOR

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	Qualified Teacher Status	Other relevant qualifications and training e.g. social emotional and behavioural difficulties; ASD; Team Teach; SEN Evidence of recent and relevant professional development	Application
Job Competence summary (knowledge, skills, abilities, experience)	<p>Experience of teaching and/ or providing individual/ small group tuition to a range of ages, abilities and needs.</p> <p>Ability to teach across the ability range in core subjects</p> <p>Experience of working with children/ young people who may have additional needs and/or who may be disengaged with education.</p> <p>Have an understanding of the emotional, social and learning needs of Children who are looked after</p> <p>Ability to assess, analyse and plan effectively to meet the needs of individual children/ young people requiring tuition.</p> <p>Ability to relate to children and young people and build relationships with them and their families</p>	Experience of providing intervention strategies and programmes to individual pupils/ small groups to accelerate progress	Application/Interview

	<p>A good knowledge of safeguarding responsibilities</p> <p>A sound knowledge of curriculum requirements for one or more age ranges</p> <p>Excellent organisational skills and the ability to prioritise efficiently</p>		
Other requirements	<p>Driving licence and regular use of own vehicle</p> <p>Willingness to work flexibly</p>		Application & Interview