



Additional Needs Tutor/ Learning Mentor

Job Description and Person Specification

Do you have a passion for supporting children and young people in their learning and development?

We are looking for a committed, hard-working and adaptable Additional Needs Tutor/Learning Mentor to join our enthusiastic and close knit team of 15 in our Alternative Provision Department.

Hours: 6-35 hours 9-4pm Monday to Friday + optional hours as Community Tutor.

Various contracts available: Permanent/ bank/ fixed term

Term time only (38 weeks per year)

Salary: Depending on experience and qualifications.

Working under the direction of Service Delivery Manager and Seniors, we are looking to appoint an enthusiastic TA/Learning Mentor who is passionate to work with pupils with SEMH needs on a 1:1 basis in a supportive environment.

We are looking to appoint someone who:

- Is kind, caring, energetic and enthusiastic

- Is flexible, adaptable and creative
- Has excellent communication and interpersonal skills and enjoys working within a supportive team
- Is able to positively promote inclusion and have high expectation for all children and young people
- Is committed to promoting high standards of engagement, progression and behaviour
- Is able to support learning in a 1:1 role

What we offer:

- A centre based learning environment, very different to school
- An organisation committed to supporting all children and young people
- A commitment to quality professional development for all including free training and career progression opportunities
- The opportunity to join a forward-thinking, supportive and caring team.
- Time off during term time (to be taken as TOIL) granted discretionary for special occasions, school plays etc.
- Optional end of term team outings often including a free bar
- Employee discount for our renowned Dream Wild Holiday Club at Stanton Park
- Employee discount for Community Tuition sessions (evening and weekend)

JOB REQUIREMENTS:

- Planning and delivering tuition lessons on a 1:1 or small group basis in Maths & English to primary/ Functional skills level. Some applicants may only have ability in one subject but please do apply
- Working with tutee's with complex additional needs including social, emotional and mental health needs
- Safeguarding children and young people and supporting emotional well-being as well as academic learning
- Managing behaviour using de-escalation techniques and liaising with parents when needed
- Supporting on-going formative assessment including the use of the Boxall profile SEMH assessment tool
- Follow company policy and procedures including the Employee Code of Conduct.
- Working with the Manager and Seniors to create a stimulating and supportive classroom environment
- Maintaining a safe and positive environment for all learners
- Creating opportunities for all learners to reach their potential

- Make positive relationships with parents and carers and professionals
- Having the flexibility and adaptability to move between our two centres in Old Town and Gorsehill to meet timetable needs
- Familiarising themselves with the national curriculum for the levels they teach and research new topic areas, maintaining up-to-date subject knowledge.
- Marking pupil's work with the student, giving constructive feedback.
- Maintaining records of pupils' progress and development via live lesson plans and End of Term Reports
- Assisting students with test/exam preparation, papers, research and homework/ projects when requested
- Conducting practice tests to track progress, identify areas of improvement and help set goals for exam preparation
- Communicating professionally with parents, carers and other external agencies verbally and by email

Visits to the centre are welcome.

Company background:

Swindon Tuition Centre is a small locally run business founded in 2014. The Community Tuition Service provides private tuition in Maths, English and Science among other subjects to children and young people ages 5-19 years offering academic intervention and often focussing on exam preparation for 11+, SAT's, GCSE's and A-Levels. This can be offered either face to face or via online methods.

The day business runs as an Alternative Provision, providing a mix of academic tuition in Maths and English alongside mentoring/coaching practices. The Alternative Provision has an intake of young people with social, emotional or mental health needs (SEMH), special educational needs (SEN) and young people at risk of falling into the NEET category - not in education, employment or training. It has ongoing contracts with Swindon Borough Council, Swindon's primary and secondary Pupil Referral Units (PRU's) and local mainstream schools.

Other parts of the business include Academic Intervention out-reach work in schools and Home Education Classes. We also offer the Dream Wild Holiday Club during school holidays and a Nature & Nurture Programme during term-time. As a small business we employ under 40 staff including permanent and bank staff and some staff working on temporary/ self-employed contracts. Bristol Tuition Centre and the newly founded Cirencester Tuition Centre are sister companies.

Person Specifications

Person Specification for Additional Needs Tutor (Bank or Fixed Term)

Criteria

Essential = E Desirable = D

- A commitment to following company protocol and procedures E
 - Kind, caring and enthusiastic attitude E
 - Willingness to teach and engage young people with challenging behaviour, between the ages of 5- 16. E
 - To be able to deliver Maths and English to primary level E
 - To be able to deliver Maths or English to Functional Skills level D (Training to be given)
 - A passion to work with children and young people with additional needs E
 - Ability to manage behaviour and motivate young people of different abilities. D
 - Proven ability to communicate effectively with people including through written and verbal communication E
 - Understanding of various life backgrounds and ability to empathise with others D
 - Experience of working successfully as a team member D
 - Ability to use basic ICT (word processing, spreadsheet, Google Drive, data input) D
 - To have an understanding of issues affecting young people such as substance misuse, criminal exploitation, Prevent and sexual exploitation and treat such issues as child safeguarding (Training to be given)
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Person Specification for Additional Needs Tutor (Permanent Contract)

Criteria

Essential = E Desirable = D

- A commitment to following company protocol and procedures E
- Kind, caring and enthusiastic attitude E
- Experience of teaching and engaging children/young people with challenging behaviour E
- To be able to deliver both Maths and English to Functional Skills Level 2 E
- To be able to teach English or Maths to Foundation GCSE Level D
- A well-developed understanding of strategies to manage and support young people with challenging behaviour in a school environment or similar. D
- Proven ability to manage and motivate young people of all abilities E
- To have an understanding of issues affecting young people such as substance misuse, criminal exploitation, Prevent and sexual exploitation and treat such issues as child safeguarding. D
- To have completed training to Level 2 or above in one of the following Children's Workforce, Teaching Assistant, Children's Residential Care, Youth Work, Education, Psychology, Childhood Studies /or to have completed recent relevant CPD training in working with young people with challenging behaviour. D
- To have a working knowledge of child safeguarding practices and following an organisation's Policy and Procedures. E
- Proven ability to communicate effectively with adults and young people including through written and verbal communication. E
- Ability to work sympathetically yet purposefully with challenging young people E

- Experience of working successfully as a team member E
- Ability to use basic ICT (word processing, spreadsheet, Google Drive, data input) D
- Drive to bring the vision, passion and drive to the delivery of our services E