

Personal Tutor

Service: Percy Hedley Foundation – Hedley’s College

Responsible To: Assistant Principal

Salary: Points 19-25

Job Purpose

Plan, prepare, manage and deliver high quality learning to a group of young people aged 19-25 with a wide range of physical and learning disabilities.

Main Duties

- To manage a group of students and monitor their learning and goals to ensure their planned outcomes are achieved
- To support the promotion of positive behaviour and work with PBS teams as appropriate internally and externally
- To plan, prepare and deliver high quality sessions in order to achieve effective management of the learning process and engage and motivate learners.
- To establish a purposeful and motivating learning environment where learners feel safe, secure, confident and valued
- To ensure the production of learning materials, lesson plans, schemes of work and assignments to support high quality teaching and learning
- To deliver specialist individualised learning approaches to ensure high quality and appropriate learning outcomes for all learners including those on the ASC spectrum
- To provide a physical environment which is orderly, stimulating and visually appropriate with a focus on supporting the independence of all learners
- To provide carefully differentiated learning programmes to meet individual aspirations from EHCP’s
- To coordinate the recording of progress and achievement and distance travelled for a group of learners by embedding RARPA principles within learning programmes
- To ensure that planning, target setting and recording of progress and achievement is regularly updated via Databridge MIS
- To work with therapists and specialists using multidisciplinary approaches to meet learners needs and funding requirements
- To ensure the effective delivery of initial, baseline, formative and summative assessment
- To ensure that an effective Tutorial programme is planned and delivered to our learners
- To support, manage and promote a positive behaviour support approach to managing challenging behaviour

- To deliver teaching commitment as directed by the leadership team
- To deliver and manage good and outstanding teaching & learning in all sessions
- To prepare reports, progress records and other documents as required by the funding contract
- To plan and coordinate the transition of students to their next destination
- To ensure that quality control and assurance systems meet the assessment requirements of the external awarding organisations
- To assist the Programme Manager in the production of the course SAR through course review & evaluation
- To foster, develop and maintain effective communication systems between the college teams, learners, parents and associated professionals i.e Connexions, Social Workers, PBS team
- To ensure health, safety and welfare of staff and learners and to take an active role in promoting equality and diversity

Person Specification

Essential Criteria

Skills and Knowledge

- Knowledge of teaching and learning strategies which support those with complex needs
- Excellent written, presentation, communication and numeracy skills
- Good IT skills
- Good organisational and administration skills
- Able to work effectively as an individual and as part of a team
- Motivation of self and others
- Able to work under pressure and meet deadlines
- Able to problem solve and maintain a positive attitude
- Able to meet the challenges of working with young people whose needs are complex
- Good knowledge and skills in the use of ICT in teaching & learning
- Evidence of the ability to manage support staff in the learning environment
- Understanding of various learning styles within LLDD and implications on planning
- Able to carry out good assessment of learning for LLDD/SEN
- Able to deliver successful outcomes for learners including external awards
- Working knowledge of H&S, Safeguarding and E&D in relation to education
- Able to write a good standard of report -Able to monitor, analyse and report on learner data
- Specialist subject knowledge and skills in LLDD curriculum
- Good understanding of standards in teaching & learning and a knowledge of the Ofsted CIF

Qualifications and Training

- Evidence of good / outstanding teaching / training performance
- Educated to Degree Level
- Teaching Qualification or evidence of working towards this
- English and maths at Level 2 or above e.g GCSE grade A-C
- Evidence of recent commitment to CPD in LLDD/SEN
- Evidence of training in LLDD curriculum and related subjects
- Specialist practical, vocational or subject skills that support the delivery of the college curriculum

Experience

- Experience of supporting/teaching people with a range of disabilities
- Knowledge and understanding of learner centred teaching and learning activities
- Evidence of designing and implementing highly effective plans for learning with associated resources for LLDD
- Experience of multi-disciplinary learning environments and approaches

- Able to carry out risk assessments
- Knowledge and understanding of learner centred teaching and learning activities
- Experience of multi-disciplinary learning environments and approaches
- Experience of specialist or FE education quality systems

Personal Qualities

- Ability to work independently and manage own workload
- Capacity to adapt to changes in role and in profile of learner cohorts
- Commitment to achieve agreed targets and work objectives
- Commitment to own personal development
- A positive approach
- The willingness to learn and expand your own knowledge

Desirable Criteria

Qualifications and Training

- LLDD/SEN Teaching Qualification (or be working towards one)
- Specialist qualifications in LLDD
- Assessors Award
- Training in use of PBS or relevant techniques to manage behaviour

Experience

- Experience of specialist curriculum design and delivery
- Experience of domestic independence/life skills sessions
- Experience of working in a specialist college or LLDD provision post 16

Other Requirements

- MIDAS trained or willingness to undertake training
- Full, clean driving license with business insurance on own vehicle (if a driver)

Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes;
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

Equality and Diversity

- Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

Safeguarding

- Safeguarding is everyone's responsibility.
- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

About Us

We are an ambitious, entrepreneurial and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



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