



Job Description

Title of Role: Tutor (GFCCT Independent School)

Responsible to: Head of School

Salary: (detailed in staff contract)

JOB PURPOSE

The purpose of the post is to achieve the highest possible standards and outcomes for the students at Gillingham FC Community Trust School. The post holder is responsible for the implementation of effective policies and procedures that support the high standards of educational achievement of students who may have a statement of Educational Needs or an Educational Health Plan, be excluded or at risk of exclusion from school.

REQUIREMENTS OF THE POST

The post holder is required to carry out the duties of a teacher as set out in the teacher's handbook and any such other specific duties that form part of this job description.

The post holder is responsible to the Head of School for supporting the general good order and discipline of Gillingham FC Community Trust School, and the implementation of all policies. All staff are expected to have a clear understanding of the aims, objectives and ethos of Gillingham FC Community Trust School and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of Gillingham FC Community Trust School be seen as inter-related.

KEY ACCOUNTABILITIES

The post holder will ensure the smooth running of the education of students placed within Gillingham FC Community Trust School. The post holder will contribute to initiatives to improve/develop the school's response to Government legislation.

- In addition to those professional responsibilities which are common to all teachers in the school, the post holder's key accountability will be for the continuous achievement of all students within the school provision.
- To sustain a close connection with, and knowledge of new relevant projects, schemes of work, types of approaches and perspectives on the approach to and management of emotional, social, behavioural & mental health difficulties. To be prepared, under the direction of the Head of School and in collaboration with colleagues, to assess and evaluate

- innovative projects and alternative curriculum options to meet the needs of students.
- To develop staff skills around working with complex and challenging student behaviour.
- With the Head of School, to take a leading role on the development of policy, school development plan, OfSTED action plans and all matters relating to self-evaluation including monitoring and tracking student achievement, and teaching and learning.
- To support colleagues to develop and implement students' individual or personal learning plans, incorporating target setting and ensuring all students progress at expected rates and achieve relevant qualifications according to their level.
- To effectively liaise with schools and work collaboratively with designated staff around developing preventative programmes for students at risk of exclusion.
- To attend meetings in schools where appropriate and develop good working relationships with them.
- To manage and oversee the transition and reintegration process of students into mainstream schools or other settings.
- To ensure rigorous monitoring and evaluation systems are established to identify and analyse outcomes for all students.
- To ensure the maintenance of discipline, ethos and attendance, and the implementation of relevant good practice.
- To attend team meetings.
- To take responsibility for aspects of documentation and statistical data as delegated by the Head of School.
- Keeping effective records, monitoring progress and taking appropriate action to ensure service delivery.
- To ensure a comprehensive structure for regular team meetings, day-to-day line management, supervision, performance management and development for all staff, including awareness of training needs.
- To lead professional development of the staff through example and support and co-ordinate the provision of high quality professional development by methods such as coaching.
- To participate in the selection and recruitment of staff as required and to co-ordinate and oversee all matters relating to the induction of new staff.
- To ensure effective liaison with the full range of parties and agencies in support of raising achievement and outcomes for students.
- Ensuring that appropriate resources and environment exist for individual students referred to the provision, and that opportunity for inclusion is available to all our students.
- To liaise effectively and work closely with parents/carers of students, ensuring parents/carers receive reports in line with statutory requirements for reporting to parents.
- To work with the Head of School on matters of staff discipline, capability and sickness procedures and take responsibility for investigations as may be necessary.

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with Gillingham FC Community Trust School's Health and Safety Policy and relevant Health and Safety guidance and legislation
- To promote the safeguarding of children
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

- To participate in performance management, and undertake training and professional development as appropriate
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

PERFORMANCE STANDARDS

- To ensure that all services within the areas of responsibility are provided in accordance with Gillingham FC Community Trust School commitment to high quality service provision.
- To ensure that Gillingham FC Community Trust School policies and customer care standards are met and adhered to
- At all times to carry out the responsibilities of the post with due regard to Gillingham FC Community Trust School's Equal Opportunities policy

- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Officer.

- Undertake additional administrative duties as part of the School's Administration Team and assume other duties which may reasonably be required or delegated by the Head of School, from time to time.