



Imberhorne School

Role Profile

Job Details

Job Title:	Learning Support Tutor
Salary/ Grade:	NJC Grade 5
Hours:	35 p.w TTO
Contract Type:	Permanent
Reporting to:	Inclusion Manager

Main purpose

The Learning Support Tutor will:

Support the highest standards of behaviour amongst students at Imberhorne school

Support vulnerable and disengaged students individualised as appropriate, which allow students to access and engage with the curriculum and make progress

Supervise the school alternative provision spaces

Communicate with key staff to ensure students have appropriate and adapted work to support their learning

Duties and responsibilities

Operational

- Register students and liaise with attendance team and parents when students are late or absent
- Oversee the alternative provision spaces being clear and consistent with students with school expectations of behaviour.
- Attend weekly meetings to review progress of students
- Work collaboratively with the Pastoral teams, SENDCO and Assistant Headteachers to ensure appropriate support is available for students struggling to engage with mainstream classrooms

- Collaborate with relevant school staff to ensure there is appropriate work for students learning
- Maintain accurate records and documentation related to interventions and support provided
- Stay up to date with research and best practices in inclusive education and behaviour management, participating in professional development activities
- Support parents' evenings, celebration events and other whole school events as agreed, in advance.
- Track and monitor students progress reporting to parents regularly.

General

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within the school.
- Develop effective professional relationships with colleagues.
- Uphold the highest levels of confidentiality, professionalism and integrity so that every engagement contributes to a positive outcome for students, parent/ carers, colleague and other professionals

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- At all times act in accordance with the schools Health and Safety policies, procedures and good practice guidance, following clear reporting lines and instructions.

Professional development

- Take personal responsibility to update knowledge and understanding by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the individual will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

Criteria	Qualities	Requirements
Qualifications and experience	Equivalent of GCSE A-C in English and Maths	Essential
	Experience of working in an education environment with students who are vulnerable and/or disengaged.	Desirable
Skills and Knowledge	Knowledge of the range and type of interventions available and be able to apply these appropriately in the context of the school's resources and the individual student.	Essential
	Practical experience of working with vulnerable and disaffected students to re-engage them with learning	Essential
	Ability to use data effectively in setting targets, reviewing progress and reporting outcomes to a range of audiences.	Desirable
	Knowledge of the day to day operation of alternative learning provision and able to supervise these to ensure purposeful and productive environments.	Desirable
Personal Qualities	Effective interpersonal skills that can be adapted based on the audience, coupled with an ability to manage difficult conversations and potential conflict.	Essential
	Skilled at de-escalation and ability to manage challenging situations	Essential
	Able to work autonomously, organising and prioritising work, even when under pressure, to meet deadlines and unplanned situations.	Essential
	Able to work flexibly and constructively a part of a team, contributing to maintaining a positive and enabling environment	Essential
	Commitment to enhancing and developing skills and knowledge through CPD.	Essential