

Job Description and Person Specification

Job title:	Medical Tuition English Tutor (GCSE)
Directorate:	People
Service:	Education
Team:	Medical Tuition Service
Post number:	C438
Salary grade:	Teachers Main Scale
Work location:	West Street House, Newbury
Reports to:	Medical Tuition Service Coordinator
Supervises:	n/a

Job Purpose

- To teach pupils who have been referred to the Medical Tuition Service for support.
- To work in partnership with schools and other agencies to provide programmes of work for pupils out of school.
- To support students to reintegrate back to school

Structure Chart

See attached

Main Duties and Responsibilities

- To determine and organise, with support from the school an appropriate curriculum, in line with the National Curriculum, for pupils who are being educated at home or out of school.
- To keep records of sessions attendance and reports of outcomes.
- To ensure that the progress of pupils is maintained and recorded.
- To keep any records on pupil and pupil outcomes as required by the Medical Tuition Service
- To provide information for Annual Reviews for pupils with a Statement of SEN and where appropriate attend reviews.
- To write termly pupil reports
- To work with pupils, parents/carers and where appropriate other professionals on target setting.
- To work with parents/carers and be aware of any sensitive information.
- Where appropriate liaise with schools so pupils are following the same curriculum as their peers.
- To work with schools in providing reintegration support for pupils.
- To attend tutors meetings and training sessions, which consider initiatives and issues across the service.
- To be aware of the policies set out in the staff handbook and the guidance in the partnership document with schools.
- To be aware of Health and Safety issues, particularly surrounding lone working.

Main Duties and Responsibilities

- To be aware of Child Protection procedures.
- Any other duties as deemed appropriate by the Headteacher.

Scope (impact on/control of resources, people, money etc)

The post will be line managed by the Medical Tuition Service Co-ordinator

Person Specification	Essential/ Desirable	Internal Use Only
Qualifications		
Qualified as a secondary teacher (Other appropriate qualifications may be considered)	E	1
Special needs qualification (Non-certificated special needs/EBD courses).	D	1
Experience		
Experience of working with young people	E	1
Ability to plan IEPs/target set.	E	2
Training for appropriate phase.	D	1
Knowledge and understanding		
Knowledge of current practices in pupil assessment.	D	1
Knowledge and experience of working with pupils with learning and pupils with behaviour difficulties.	D	2
Knowledge and experience of the National Curriculum.	E	1
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Ability to work independently	E	3
Good communication skills.	E	4
Pupil management skills.	E	5
Ability to build positive relationships with pupils who have emotional difficulties.	E	6
Ability to keep and maintain detailed records.	E	7
Ability to analyse the needs of pupils.	E	8
Work-related personal qualities		
To work in partnership with schools and other agencies.	E	1
Ability to be flexible when responding to the needs of the pupils.	E	2
Counselling skills.	D	1
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	1
Enhanced DBS check with relevant barred list/s	Yes	n/a
Is this post politically restricted?	No	n/a
Ability to deal with stressful situations.	E	2
A willingness to attend relevant training and network meetings	E	3
Committed to providing equal opportunities.	E	4
Full driving license and car available for business use	E	5