Pathways Tutor & Co-ordinator  
**Unqualified Teachers Pay Scale, (SP1-2) & SEN Allowance (Minimum)**



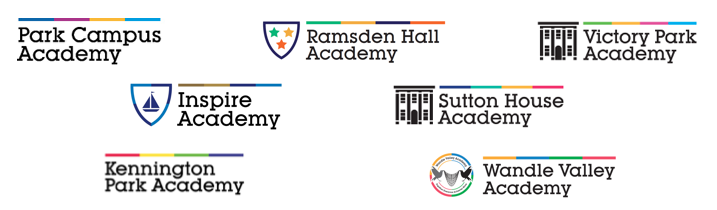
WELCOME TO

PARALLEL LEARNING TRUST

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A Special and Alternative Provision Multi-Academy Trust

The Trust is committed to transforming lives for all pupils. Currently we have seven academies that offer alternative or special provision for those children with social, emotional or mental health needs.



**Application Deadline: Sunday 21st February 2021, midnight**

All applications must be sent to [jquilter@ramsdenhall.org.uk](mailto:jquilter@ramsdenhall.org.uk) before the deadline. Any applications received after this time will not be considered. Complete applications submitted on the academy’s applicaton form will only be considered.

Dear Candidate,

Please complete the Academy’s application and recruitment monitoring forms. These can be found on the academy’s website - <https://ramsdenhall.org.uk/careers/vacancies> or click [here](https://ramsdenhall.org.uk/careers/vacancies) or alternatively please contact Jane Quilter on email: jquilter@ramsdenbillericay.co.uk. Completed applications should be sent to Jane Quilter. Applications submitted on the academy's application form will only be considered. Please take care to complete the application form in full as incomplete applications will not be considered.

In addition, we ask that you include the below information on your personal statement, section G, of your application form:

• how you feel your experience and qualities meet the person specification.

• two examples of experience that demonstrate positive impact in your current or previous role(s).

• why you want to work specifically in our Trust, and the challenges and opportunities we face.

If you would like further information or would like to have an informal conversation about the role please contact Jane Quilter on telephone: 01277 624580 or by email on: jquilter@ramdenhall.org.uk.

We look forward to receiving your application.

**Mrs Emma Baker**

**Headteacher**

ETHOS AND VALUES

#### Mission and Purpose

Ramsden Hall Academy is a day and residential provision for boys aged 11-16 located in Ramsden Heath, Billericay, Essex. Its students are drawn from a wide area of Essex, neighbouring London boroughs and unitary authorities. Its students have a wide range of social, emotional and mental health needs.

We believe that every student can have, and is entitled to, a positive future. We see potential in each of our students and our purpose is to help them to access it by supporting them to learn, to develop their skills, abilities and talents and to help them to manage themselves and their SEMH needs effectively and successfully. This is summarised below:

#### Mission

A copy of our mission statement can be found [here](https://ramsdenhall.org.uk/our-academy/about/ethos-and-values).

#### Vision

Working together we will:

* Meet our students social, emotional and mental health needs enabling them to thrive both in school and in the wider community;
* Support our students to develop the attributes, skills, knowledge and understanding required to become valuable members of society;

**Values and Beliefs**

Learning is our core purpose. We believe:

* Every child can achieve;
* Every student must make progress;
* Every member of the community matters;
* Everyone deserves a second chance;

#### What we will do:

We will provide a safe secure environment where students are valued, respected, challenged and supported to achieve and make progress.

#### Through our actions we will develop young people who are:

* Respectful of themselves, each other and the school
* Trustworthy, polite, honest and helpful
* Tolerant of others, open minded and without prejudice
* Resilient, determined and have a strong work ethic
* Responsible, independent and supportive of each other
* Empathetic, thoughtful, compassionate and caring
* Good communicators who equally good as leaders and team players
* Confident having both self-belief and high aspirations
* Good role models

Our statement of purpose can be found [here](https://ramsdenhall.org.uk/our-academy/about/residential).

JOB DESCRIPTION

**JOB TITLE: Pathways Tutor & Co-ordinator**

**RESPONSIBLE TO: Deputy Headteacher**

**RESPONSIBLE FOR: Pathways**

**GRADE:** **Unqualified Teacher (SP 1-2) & SEN Allowance (Minimum)**

**Main purpose of the job:**

**Tutor**

* To provide 1:1 and group (maximum 1:4) learning to pupils.
* Plan tuition, tasks and learning for specified pupils.
* To liaise with parents and carers and external agencies.
* To record delivery of interventions and provision provided to pupils
* To undertake any other duties relevant to the post and under the direction of the Headteacher.

**Co-ordinator**

Subject to pupil provision: co-ordination and oversight of the pathways tutors at RHA:

* To co-ordinate and prioritise the work of the Pathways tutors, making decisions about case load, including arranging timetables and notifying teachers of work required
* To work in partnership with the SLT to effectively manage and co-ordinate a high quality service
* To liaise with stakeholders, acting as the main point of contact for caseworkers, parents and carers and external agencies
* To record delivery of interventions and liaise with the SLT to monitor the quality of provision
* To undertake any other duties relevant to the post and under the direction of the Headteacher.

**Main Responsibilities and Duties:**

* Responsible for creating a clear and ambitious vision for the academic achievement and raising student aspiration
* Ensuring the tutors plan appropriate tasks with respect to the specified pupil, e.g. preparation of equipment and resources and to develop a 1:1/group supportive relationship aimed at achieving the goals described in the action plan.
* To act as the main point of contact for families/carers of pupils receiving reintegration support, encouraging positive family involvement thus improving behaviour and learning.
* Managing your own case load and those of the team, to prioritise workloads making decisions and recommendations to meet the needs of the service
* To carry out such duties as maybe required from time to time to meet the needs of the RHA.
* To have due regard for safeguarding and promoting the welfare of young people and to follow all associated Child Protection and Safeguarding policies as adopted by Kennington Park Academy.

**PERSONAL RESPONSIBILITIES**

* To carry out the duties and responsibilities of the post, in accordance with the PLTs 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 by the senior management team on any of the PRU sites.

**Health and Safety**

To carry out all duties with full regard to the employee’s legal obligations (under Health and Safety legislation) to maintain their own health and safety at work, to be aware of the impact of activities on the health and safety of others and to comply with any Department or local health and safety procedures or instructions.

**Data Protection**

To be aware and comply with the academy’s responsibilities under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.

To maintain client records and archive systems, in accordance with the schools’ procedures, policy and statutory requirements.

**Safeguarding**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Further information about the disclosure can be found at www.disclosure.gov.uk

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out and may be altered in response to the needs of the Academy business.

PERSON SPECIFICATION

**Pathways Tutor & Co-ordinator**

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| --- | --- | --- |
| **Characteristics** | **Essential** | **Desirable** |
| **Experience** | * Experience working with children of relevant age in an educational setting. * Experience of working with pupils with additional needs, such as emotional, social and behaviour difficulties and those with SEN. * Experience working and liaising with multi agencies and other professionals. * Experience working with families. * Experience of managing or leading a team that supports students with social, emotional and mental health difficulties * Proven experience of the effective implementation of and commitment to equal opportunities. | * Experience of dealing with sensitive student issues. * Experience of dealing successfully with challenging behaviour from young people. * Experience of delivering online tuition sessions. |
| **Qualifications/**  **Training** | * High level of numeracy and literacy qualifications, minimum of GCSE grade C in English and Maths or equivalent. * Competent IT skills. | * Relevant professional training and or qualifications |
| **Knowledge/**  **Skills** | * Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation * Working knowledge of national curriculum and other relevant learning programmes * Understanding of principles of child development and learning processes and in particular barriers to learning * Ability to plan effective actions for pupils at risk of underachieving * Full understanding of the range of support services/providers * The ability to undertake ancillary and behaviour support tasks for the specified pupils under teacher supervision relating to the pupil’s individual education plan * Ability to self-evaluate learning needs and actively seek learning opportunities * Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these. * Work autonomously and manage own case load. * A good level of numeracy, literacy, written and oral communication skills * The ability to contribute towards the planning, monitoring, evaluating and record keeping of individual education plans for specified pupils * The physical ability to perform the duties required with aids and adaptations as required including the ability to travel between and work at different venues. | * Driver with car for use. |
| **Special Aptitudes and Skills**  **Essential** | * High level of personal motivation and drive. (A/I/R) * Excellent organisational skills * Working knowledge of a variety of IT software. * Proven working experience of Google Classrooms or other online tuition platform. * Ability to be discreet and respect confidentiality * Demonstrate enthusiasm * Ability to cope under pressure and in stressful situations * Ability to work to deadlines * Able to use initiative and work alone when necessary | * Working knowledge of School Information Management Systems (SIMs) |
| **Interpersonal Skills** | * Ability to work as part of a team. * High level communication skills * Ability to relate well to and ensure positive relationships, with all adults and children. |  |