

JOB SPECIFICATION : TRAINEE TUTOR

Hours: Monday to Friday 8.45am to 5.00pm, 4:30 finish on Fridays

Direct Supervisor: Class Leader and Teacher in Charge

School year: Approx. 42 weeks a year across three terms.

Location: Grinstead Lane, Sharpthorne, East Sussex, RH19 4HP

Probation period : Six months

Responsibilities

Educational Provision

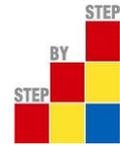
- Conducting individualised teaching sessions with pupils assigned to you on a daily basis
- To collect and record data on the programmes delivered as instructed by the Class Leader or Lead Tutor.
- To participate and help instruct pupils within extra-curricular activities during the school day.
- To work towards full time 1:1 teaching.
- To work towards keyworker responsibilities.
- To supervise indoor/outdoor playtime and lunch for all pupils on a rota basis.
- To contribute to the production, organisation and maintenance of appropriate curricular and teaching materials.
- To participate in staff meetings and training.
- To provide personal care when required (e.g. toileting, nappy changing and feeding) for pupils within the school.
- To work as part of a classroom team providing behaviourally based instruction to children with autism and related communication disorders
- To undertake other duties as appropriate.

Safeguarding and Welfare

- Ensure welfare concerns are reported accurately to the DSL through the school POD
- To be aware of and follow risk assessments, behaviour plans and specific teaching strategies for any pupils being supported/taught.
- To understand and actively implement all school policies in particular on curricular, Health & Safety, Child Protection and Managing Behaviours.

Communication and Record Keeping

- To work towards contributing to home/school liaison and written reports for key child
- To regularly upload Earwig with evidence of pupil's progress



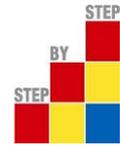
- To actively participate in team meetings and contribute ideas for pupil learning

Professional Development

- To actively engage throughout the probationary period outlined below ensuring that competencies and targets are met within the agreed time scale.

Following induction training which includes Child Protection, Fire Safety and Health & Safety training, new staff members will begin to undertake teaching duties in the classroom. The probationary period will provide the following support and supervision:

- Throughout the probationary period Trainee Tutors will be monitored and provided with regular and on-going feedback regarding performance and progress. Specific targets will be set according to areas that have been identified for development. Progress against these targets will be measured at regular intervals by Class Leaders/Lead Tutors.
- During the first two weeks, Trainee Tutors will receive two or three overlaps with either their Class leader or Lead Tutor in the class. These are opportunities for the staff team to explain and demonstrate specific aspects of a pupil's programme, teaching procedures or behaviour management plan as well as to observe the Trainee Tutor teaching, provide appropriate feedback and respond to any questions.
- Over the next four weeks, Trainee Tutors can expect to have at least one overlap a week, with their Class Leader or Lead Tutor.
- At this stage, Trainee Tutors will be expected to concentrate on getting to know the individual pupils and implementing the basic principles of ABA in their teaching, i.e. using reinforcement and prompting effectively and creating opportunities for language.
- At the end of the second month, Trainee Tutors will meet with their Class Leaders for a review of their progress. The purpose of this is to find out how the Trainee Tutor is finding the job, identify areas they may require help with and decide on a small number of objectives for them to focus on over the following two months.
- Over the next two months, Trainee Tutors will work 1:1 with the pupils as per the class rota. They will be expected to become more proficient with the basic teaching procedures at this stage and start to implement the full range of teaching targets.
- At the end of the fourth month, the Trainee tutors will have another meeting with the Class Leader. The purpose of this will be to review and revise previous objectives, offer support or further training where needed and provide feedback on the Trainee Tutors' progress so far. It is also a good opportunity for Trainee Tutors to talk about aspects they may be finding more difficult, so that additional support can be provided.
- At the end of six months, the Trainee Tutor will have a formal appraisal with his/her Class Leader. Objectives will again be reviewed and, provided the Trainee Tutor



has met the teaching and professional standards required he/she will receive confirmation that he/she has successfully completed his/her probationary period.

- During the period of employment, to undertake appropriate professional development on a range of relevant issues as agreed by senior staff

Staff will be trained in and required to apply techniques of positive handling for pupils engaging in challenging behaviour. These include such reactive strategies such as guiding, escorting and holding in standing, sitting and kneeling positions to ensure staff and pupil safety. In addition, tutors will be expected to follow proactive strategies to prevent risk and use of restraint in the future.

Each pupil has an Individual Behaviour Plan which identifies his/her behaviours being targeted and strategies for dealing with these. Staff will be required to read and follow such plans.

Staff will be required to engage in regular physical activities with pupils. These will be activities as identified on their Individual Education Plans, according to daily timetables, set by the Occupational Therapist or that are curriculum based. These include but are not limited to swimming, horse riding, running and trampolining.

Step by Step school is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment.

Agreed and signed:

Date: