

## **LONDON BOROUGH OF LEWISHAM**

### **JOB DESCRIPTION**

**Designation:** HOP English Outreach Tutor

**Grade:** M1-M6

**Reports to (Designation):** Outreach Manager

**Post No:**

**Department:** CYP

**Section:** Virtual School

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#### **Main Purpose of the job:**

- To raise the educational outcomes in English for HOP Outreach Students
  - To provide early intervention specialist support for young people out of school for medical reasons.
  - To provide effective monitoring and auditing of educational achievement in English of HOP Outreach cohort.
  - To provide relevant advice on education of HOP Outreach attendees to Virtual school staff and a range of partner agencies.
  - To work with the Outreach Manager of the Virtual School to develop a comprehensive strategy for raising the attainment in English of the cohort.
  - To work with vulnerable young people who may exhibit a range of emotional and behavioural difficulties.
  - To liaise with on roll schools to ensure the correct level of English work is provided and curriculum followed.
  - To place a focus on reintegration to school.
  - To meet/liaise with necessary professionals within the team around the child.
  - To ensure high quality curriculum provision and effective teaching and learning within the curriculum area and to carry out the professional duties of a qualified teacher in accordance with the current DfE Teachers' Pay and Conditions document.
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#### **Summary of Responsibilities and Personal Duties:**

### **PERSONAL DUTIES**

1. To manage admissions to the HOP English outreach programme.
2. To plan work in accordance with the curriculum/exam board the students on roll schools following.
3. Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
4. Work in collaboration with associate staff attached to any teaching group.

5. Take account of students' prior levels of learning and achievement and use them to set targets for future improvements.
6. Set work for students unable to attend outreach sessions for health reasons.
7. Maintain positive relationships with young people, their families, and the professional network within the team around the child.
8. Set high expectations for students' behaviour by establishing a purposeful working atmosphere.
9. Provide students with the opportunities to develop the skills required in order to learn.
10. Listen to the views of students about their preferred methods and styles of learning.
11. Enable students to use their preferred methods and styles of learning where appropriate.
12. Set appropriate and demanding expectations for students' learning, motivation, and presentation of work.
13. Maintain notes and plans of lessons undertaken and records of students' work and regularly report this to the Virtual School as required.
14. Mark, monitor and return work within a reasonable and agreed time span, providing constructive oral and written feedback and clear targets for future learning as appropriate.
15. Keep parents/carers informed about the progress of their child.
16. Be familiar with the code of practice for identification and assessment for Special Educational Needs and keep appropriate records and personalised learning plans.
17. Undertake responsibility for a 'tutor' like role as the young person would have in school, for the care and guidance of students, including pastoral support along with coaching and mentoring.
18. Be the first point of contact for parents.
19. Promote good attendance and monitor and report this to the Virtual School as required.
20. Support the ethos, vision, principles and values of HOP and the Virtual School.
21. Treat colleagues, students and all members of the community, with respect and consideration.
22. Treat all students fairly, consistently and without prejudice.
23. Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
24. Take responsibility for own professional development and participate in arrangements as adopted by the LA for the assessment and training needs of his/her performance
25. Reflect on own practice as well as the practices of other staff within HOP with the aim of improving all that we do and achieving excellence.
26. Participate in the development and management of HOP by attending various team and staff meetings.
27. Ensure that all deadlines are met.
28. Undertake professional duties that may be reasonably assigned by the Outreach Manager.
29. Be proactive and take responsibility for matters relating to health and safety.
30. A clear and well thought out understanding of current educational issues, theory and practice.

31. Have a detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements.
  32. Have a secure knowledge and understanding of English, equating to degree level, including the subject knowledge.
  33. Cope securely with subject-related questions which students raise and know about students' common misconceptions and mistakes related to English.
  34. Identify clear teaching and learning objectives, content, lesson structure and sequences appropriate to English and how it is taught.
  35. Identify students who have Special Educational Needs, and speak English as a second language and know where to get help in order to give positive and targeted support.
  36. Implement and keep records on personalised learning needs.
  37. Provide regular verbal and written feedback to mainstream schools, wider team, and stakeholders.
  38. To undertake the collation and analysis of education statistics in relation to HOP Outreach Students. This will include reporting on specific outcomes relating to cohort attendance to provide effective data and reports for the virtual Headteacher.
  39. To work with schools to which HOP Outreach students are on roll to, to identify education needs.
  40. To support students upon ending HOP support to ensure successful reintegration either to their mainstream school or other onward provision.
  41. To attend relevant panels, working parties and multi-agencies acting as an advocate for HOP Students.
  42. Contribute to the production of statistics and reports for presentation as required by the DfES, Department of Health, Council, Directorate Management Teams and elected members.
  43. To manage own caseloads within the guidelines of regular supervision.
  44. Report any welfare and/or child protection concerns in accordance with policy.
  
  45. Facilitate sharing of information with all relevant agencies.
  46. Be able to deal with any emergencies or immediate problems as they arise.
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## **PERSON SPECIFICATION**

### **As evidenced in application form and interview:**

#### Qualifications:

- Educated to Degree Level in relevant subject area.
- Qualified Teacher Status

#### Experience:

- Excellent written and communication skills, including appropriate ICT skills.
- A secure knowledge of the importance of data as a means both to measure and to extend progress.
- A high level of organisational skills.
- The ability to create a stimulating visual environment in the classroom.
- Working effectively as a both an academic and pastoral lead.

#### Personal Skills and Attributes:

- Flexibility and a willingness to be involved in activities that promote the HOP ethos.
- A commitment to lifelong learning and a willingness to contribute to furthering their own learning through CPD.
- Commitment to Equal Opportunities.
- Personal drive and energy to motivate and inspire staff and students.
- Capable of establishing positive relationships with parents.
- Personal and professional integrity.
- The ability to cope with complexity, ambiguity and uncertainty.
- A genuine liking for and commitment to students in often challenging situations.

#### **INTERNAL CONTACTS**

- Maintain links with staff in own and other Directorates, particularly Education Social Workers, Educational Psychologists, Head Teachers and appropriate Teachers and Social Workers.

#### **EXTERNAL CONTACTS**

- Maintain links with appropriate staff in the health service.
- Maintain links with voluntary, community and parent groups.

To carry out the duties of the post with due regard to the Council's Respect and Dignity at Work Policy and Codes of Conduct. All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public. Assist in carrying out the Council's environmental policy within the day to day activities of the post. Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled post.