



Tutor Job Description

Job Title: SEN Tutor- Outdoor Education & Physical Education

Accountable to: The Headteacher

Main Purpose:

- To tutor students in Outdoor Education & Physical Education curriculum
- To continuously enhance the Outdoor Education & Physical Education provision and offer
- To assist the class teachers and support staff in delivering the Outdoor Education & Physical Education Curriculum across the college
- Undertake such duties as are delegated by the Headteacher and Senior Leadership Team.

Main duties:

- Tutor of Outdoor Education & Physical Education
- Lead on Outdoor Education & Physical Education activities
- To be the school's Educational Visits Coordinator (EVC) with appropriate training.
- Encouraging students to re-engage with their learning.
- Collaborating with colleagues to ensure students are given the opportunity to undertake assessments and access qualifications where appropriate.
- Keeping the student assessment database accurate and up-to-date.
- Work in line with the school marking, feedback and assessment policy.
- Supporting students with their social and emotional well-being.
- Completing school safeguarding training and using appropriate channels for reporting concerns.
- Work collaboratively with all teaching staff in order to ensure cohesion.

Health and Safety:

- To report any Health and Safety issues, to the appropriate Health and Safety Officer.
- To undertake and maintain training and qualifications appropriate to the role to ensure compliance with legislation and guidance.
- Undertake Educational Visits Coordinator (EVC) training for the school and be the schools' EVC contact.

The internal organisation, management and control of the College:

To contribute to:

- Maintaining and developing the philosophy, ethos, culture and overall purposes of the School.
- To contribute to the planning process, translating school aims and policies into actions.

Staff Training:

- To take part in all mandatory training provided by the school especially around Safeguarding, Crisis Prevention Intervention Training (CPI) and Health and Safety etc.
- To facilitate / generate reports as required by the Headteacher and Senior Leadership Team.

To support the pastoral work of the College including Behaviour Management:

- Work closely with colleagues and lead the promotion among pupils of good and appropriate standards of behaviour.

Safeguarding:

- To be mindful at all times of your responsibilities regarding Safeguarding and to report any concerns on the same working day to the Safeguarding Lead and reporting concerns appropriately.

Annual Reviews/reports:

- To provide any supporting information for Annual Reviews / meetings as required.
- To provide any information in the form of a written report as required to support colleagues attending various meetings.

Relationships:

- To work to achieve positive staff / student relationships across the school community and work collaboratively.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses as appropriate, to concerns and problems regarding their children's education and wellbeing.

Additional Duties:

- As a tutor you may be asked to take on additional duties as requested by the Headteacher.

Chris Clements, Headteacher.