



# Groveside School

## Vocational Tutor CANDIDATE INFORMATION PACK



*Groveside School is fully committed to safeguarding and promoting the welfare of children and young people.*

*This position requires an enhanced DBS disclosure and satisfactory references in line with our Safer Recruitment checks.*

*Outcomes First Groups does not provide sponsorship.*

### **Vocational Tutor**

#### **Job Purpose**

- To plan and deliver high-quality vocational learning that engages pupils and prepares them for future education, employment and training.
- To ensure all relevant education policies, curriculum expectations and assessment procedures are implemented effectively.

- To provide relevant and appropriate support to pupils on an individual or group basis so they can access learning, develop practical skills and achieve accreditation.
- To promote, in line with Company policies, the physical, educational, personal and moral development of pupils.
- To ensure equipment, materials and resources are used, stored and maintained safely and efficiently, reporting any issues to the appropriate staff.
- To create a stimulating and purposeful learning environment that supports pupils with additional needs to develop confidence, independence and employability skills.

**Groveside School offers the opportunity to work:**

- In a school that is passionate about achievement for all pupils.
- With fantastic pupils who enjoy a dynamic and engaging curriculum.
- Within a diligent team who have a wealth of expertise and experience.
- With a strong induction programme tailored to your experience and needs.
- Collaboratively within a very supportive environment where professional development is an essential aspect of our daily practice.
- To develop your career.

**The ideal candidate will:**

- Be a person who thrives in a practical, creative and engaging learning environment.
- Have experience of planning and delivering high-quality learning and support.
- Have a passion for building strong relationships with young people through restorative, traumainformed practice.
- Be resilient, approachable and committed to helping pupils succeed.
- Be a strong communicator who can motivate pupils, maintain calm under pressure and adapt learning to meet a range of needs.
- Be creative and committed to bringing out the best in pupils and families.

If you feel that you have the energy, passion, resilience and drive to be part of making Groveside School outstanding, we would welcome you to visit us and see Groveside School in action. We are sure you will experience our friendly, relaxed atmosphere and get a taste of how rewarding your work will be.

Please contact Zoe Eastwood on 01183 744556 or go to [www.grovesideschool.co.uk](http://www.grovesideschool.co.uk) for more information about the school. **Applications will be considered upon application.**

## **Job Description**

**General**

- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.

- Operate at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Behaviour Policies.
- Report issues and/or incidents relating to staff and pupils that have arisen in the day promptly to the relevant Line Manager or appropriate person.
- Participate in training and take responsibility for personal development.
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
- Work to promote the school as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image.
- Ensure that all actions are in the interests of the pupils and the Company.
- Work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- Carry out any other reasonable and relevant duties as required.

### **Key task areas and responsibilities**

#### **As a Vocational Tutor you will:**

- Plan and deliver engaging vocational sessions that develop practical, employability and personal skills.
- Assess pupils' starting points and adapt learning so that all pupils can access, participate in and succeed within vocational programmes.
- Establish a safe, stimulating and well-organised learning environment rooted in mutual respect.
- Set ambitious goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
- Model consistently the positive attitudes, values and behaviours expected of pupils.
- Track progress, assess learning and contribute to accreditation, recording and reporting processes in line with school policy.
- Support pupils to develop independence, confidence, work-readiness and transferable life skills.
- Maintain high expectations for behaviour, engagement and attendance within a constructive learning environment.
- Use vocational resources, tools and materials safely, promoting good practice and responding appropriately to risk.
- Work closely with colleagues, families and external partners to support positive outcomes for pupils.
- Report on progress, behaviour and any concerns using the school's agreed systems and procedures.

**Adapt teaching to respond to the strengths, interests and needs of all pupils;**

- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these.
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

**Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:**

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position.
- Having regard for the need to safeguard pupils' well-being.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Vocational Tutors must have regard for the ethos, policies and practices of the school in which they work and maintain high standards in their own attendance and punctuality.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

### Person Specification

Qualifications:	Essential	Desirable
Good GCSE qualifications in Maths and English or equivalent relevant qualification		
Relevant teaching, training or vocational qualification		
Willingness to work towards further qualifications or training as required e.g Designated Safeguarding Lead training or CPI		
Experience		
Experience of managing multiple priorities and planning effective learning programmes		

Experience of planning, delivering and assessing lessons or vocational training		
Experience of working with pupils with special educational needs, social, emotional and mental health needs, or barriers to learning		
<b>Knowledge, Skills and Abilities</b>		
Strong organisational, interpersonal and communication skills		
Ability to use own initiative to identify issues, problem solve and implement solutions		
Ability to interpret information and devise policy or practice		
Ability to support other staff effectively		
Ability to work quickly and efficiently with minimum supervision but as part of a team		
Ability to persuade, motivate, negotiate and influence		
Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these		
Ability to self-evaluate learning needs and actively seek learning opportunities and CPD.		
An understanding of Safeguarding within the school environment		
Ability to assess progress, analyse learning information and use ICT effectively to support teaching and recording		
Ability to work collaboratively with leaders, colleagues and external partners to improve outcomes for pupils		
<b>Personal Qualities:</b>		
A flexible approach to work		
A sense of responsibility		
Tact and diplomacy		
Integrity		
The ability to remain calm in stressful situations		
Personal resilience and emotional strength		
A sense of humour		