



## **JOB DESCRIPTION**

**Job Title:** TCAT Reset Tutor

**Salary:** Grade N5, with a pro-rata salary to work term time only plus 10 days

**Accountable To:**

## **JOB PURPOSE**

To work within the TCAT Reset Room alongside a Reset Room Teacher, supervising students who are placed temporarily in reset. Providing a welcoming and restorative environment delivering group and 1:1 sessions to students. Liaising with teachers, parents/carers and relevant agencies for further student support where required.

## **KEY RESULT AREAS**

- Provide joint supervision of the TCAT Reset Room with a Reset Room Teacher
- Provide a welcoming, supportive and restorative environment
- Provide high quality resources to supplement KS3/4 Maths and English
- Deliver group sessions and/or 1:1 sessions as required by the cohort on Maths and English ensuring National Curriculum/GCSE coverage
- Record and report on behaviour, engagement and attitude each day for all students
- Provide occasional tutoring outside the reset room as capacity affords and as required by the UTC
- Ensure that all students are known and valued as individuals and that they know that they are valued as an individual
- Managing student behaviour immediately following an incident
- Conducting internal restorative justice techniques and discussions with students where required
- Contribute to the effective working relationships with staff working closely with members of the pastoral team to ensure effective support for students
- Maintaining a high level of communication with other staff members, in particular relevant teachers, pastoral and SEND staff
- Attendance at any relevant meetings
- Provide a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding students' welfare and developing good behaviour in the Academy and in wider society
- Undertake planned supervision of students both within the Academy and supervision of students on visits and trips
- Establish constructive relationships and communicate with Academy staff and external agencies/professionals to support achievement and progress of students
- Undertake any other duties commensurate with the grade and nature of the role.

## **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of TCAT it must be accepted that, as TCAT's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **EQUALITY AND DIVERSITY**

TCAT is committed to equality and diversity for all members of society. TCAT will take action to discharge this responsibility but many of the actions will rely on individual staff members at TCAT embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support TCAT's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to TCAT with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or TCAT can improve its practice on Equality and Diversity, please contact the Chief Operating Officer.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with TCAT on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to TCAT Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in TCAT Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

TCAT is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.