

JOB DESCRIPTION

1 to 1 and Small group Tutor

Grade

TBC

Purpose

To support students who are unable to access their school setting due to medical needs, emotional barriers, attendance-related challenges or other factors affecting participation in education. The postholder will provide tailored educational support that enables students to overcome barriers to learning, re-engage successfully with education, improve academic and pastoral outcomes, and develop the confidence and skills required to make sustained progress.

Staff Responsibilities

No line management responsibility. Staff group: None.

Deployment

Cross-site deployment, including delivery of support within educational settings, home environments and online provision as required.

Financial Accountability

No budgetary responsibility.

Key accountabilities

- Plan and deliver high-quality teaching and learning that meets individual student needs.
- Support students' emotional wellbeing, engagement and successful re-engagement with education.
- Promote academic progress through personalised learning approaches.

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- Contribute to the development, implementation and review of individual education and reintegration plans.
- Work collaboratively with families, schools and external professionals to secure positive outcomes for students **[PLACEHOLDER to support successful reintegration and sustained engagement in learning.]**
- Maintain accurate records and provide professional feedback to inform reviews and decision-making.
- Uphold safeguarding responsibilities and professional standards at all times.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

The postholder will also work closely with local authority representatives, school staff, families, carers, teachers, SENCOs, pastoral teams, therapists and other professionals to ensure effective support and coordinated provision for students.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Plan and deliver tailored learning activities that meet individual academic needs while taking account of emotional readiness.

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- Adapt teaching approaches to ensure learning is accessible, achievable and motivating for students experiencing barriers to education.
- Support students to develop confidence as learners and experience success as a foundation for sustained progress.
- Track and review academic progress, adjusting provision as required in collaboration with school staff.
- Liaise with host schools to develop an understanding of students' academic journeys and learning needs.
- Support students to gradually re-engage with learning through flexible, trauma-informed and learner-centred approaches, working at a pace appropriate to individual needs.
- Create a calm, safe and predictable learning environment within home, online or educational settings to promote engagement and readiness to learn.

Assessment

- Monitor, assess and review student progress against agreed objectives and learning outcomes.
- Maintain accurate, up-to-date records of engagement, wellbeing and academic progress.
- Provide clear observations, evidence and feedback to inform reviews, meetings and future planning.
- Contribute to the development, implementation and review of individual support plans, education plans and reintegration plans.

Behaviour Management and Student Wellbeing

- Build trusting, consistent and supportive relationships with students, recognising the impact of anxiety, trauma, medical needs and unmet need on attendance and learning.
- Promote emotional wellbeing through supportive and inclusive educational practice.
- Use agreed strategies to reduce anxiety and barriers to engagement in line with individual plans and risk assessments.

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- Encourage positive routines, motivation, resilience and self-belief to improve attendance, engagement and participation.
- Monitor patterns of engagement and identify early indicators of increased anxiety or disengagement, responding proactively to minimise barriers to support positive wellbeing and engagement outcomes.

Pastoral and Inclusion

- Support learners with a wide range of needs, including Special Educational Needs, social, emotional and mental health needs, and chronic medical conditions.
- Promote inclusive practice that enables all students to access learning and achieve their potential.
- Work collaboratively with families to support students' emotional wellbeing, engagement and educational progress.
- Support phased returns to school, flexible timetables and bespoke engagement programmes where appropriate.
- Ensure educational provision reflects individual needs and contributes to successful reintegration into school where applicable.

Trust Culture

- Demonstrate the values, expectations and professional standards of Maiden Erlegh Trust.
- Work collaboratively with colleagues across schools and services to support continuous improvement and positive outcomes for students.
- Participate fully in appraisal processes, taking responsibility for personal objectives and professional development.
- Engage in supervision, training and reflective practice to develop expertise in attendance barriers, anxiety, inclusive practice and effective teaching strategies.

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Other

- Work closely with teachers, SENCOs, pastoral colleagues, therapists and other professionals to ensure a coordinated and effective approach to student support.
- Follow agreed strategies and contribute to multi-disciplinary discussions regarding student engagement and educational provision.
- Implement recommendations from external agencies where appropriate and within professional responsibilities.
- Uphold safeguarding responsibilities at all times, acting in accordance with Horizons and Trust safeguarding policies and procedures.
- Maintain professional boundaries, confidentiality and appropriate professional conduct at all times.
- Comply with all relevant health and safety policies, procedures and risk assessments.
- Undertake other reasonable duties commensurate with the grade and responsibilities of the post as directed by members of the senior leadership team.

Other requirements and responsibilities

- Demonstrate a commitment to safeguarding, equality, diversity and inclusion.
- Maintain awareness of local safeguarding policies and procedures and report concerns or information received in accordance with statutory requirements and Trust procedures.
- Hold and maintain satisfactory enhanced DBS clearance.
- Comply with all Trust policies, procedures and statutory obligations relevant to the role.
- Undertake continuing professional development necessary to maintain and enhance professional effectiveness.
- Support the Trust's commitment to ambitious outcomes for all students and colleagues.