



<b>Post Title:</b>	Inclusion Tutor
<b>Accountable to:</b>	Inclusion Pastoral Manager
<b>Pay Scale:</b>	Grade 4b

### MAIN PURPOSE OF THE JOB

The **Inclusion Support Tutor** will work closely with pastoral and inclusion teams to deliver targeted support and subject specific lessons within the inclusion support areas (Junction and Gateway). They will provide one-to-one and small-group intervention sessions aimed at improving attendance, behaviour, engagement, self-regulation, and learning readiness for identified students. Sessions will provide catch up and targeted support in line with department learning journeys to support students to reengage with learning in the classroom.

### The post holder will have specific responsibility to:

- Work in collaboration with the Inclusion Pastoral Manager or, Middle Leaders, teachers, pastoral teams and the Assistant Headteacher for Inclusion to identify the support each student's attendance, behavioural and learning needs, identify learning gaps and help deliver bespoke targeted intervention programmes for students
- Plan, develop and deliver engaging sessions focused in line with department learning journeys, in addition to tailored session for confidence around attending school regularly, behaviour improvement, emotional regulation, and developing positive learning habits, considering any additional needs.
- Deliver measurable outcomes from each session to track progress and impact, supporting reintegration to the mainstream classroom.
- Liaise with teaching and support staff to provide tailored guidance and strategies for students accessing support and when returning to the classroom.

### General Duties and Responsibilities

- Contribute to the identification of needs, assessing students and developing individual action plans for targeted students.
- Work on a one-to-one basis with students who require support to implement and manage personalised plans.
- Work with small groups, planning and delivering accessible lessons in line with the National Curriculum, but adapted to aptitude.
- Provide objective and accurate feedback and reports on students' attendance, engagement, progress, behaviour, and other relevant matters.
- Assist students with transitions between educational establishments and key stages, ensuring needs are understood and supported.
- Invigilate exams/tests when required.



- Supervise independent learning opportunities in school eg #Overtoyou, and enrichment clubs.
- Undertake administrative duties as required.

**Qualifications/Experience/Personal Qualities needed for the role:**

- Level 2 English & Maths
- QTS or HLTA status preferred
- KS2 and/ or KS3 experience preferred
- School experience preferred
- Knowledge of the Curriculum preferred
- Experience of working with students requiring behaviour or pastoral support preferred
- The ability to work flexibly

**Other:**

Bridlington School has high expectations of all its employees to ensure that they provide a professional service to our young people and the community of Bridlington and beyond.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager.

This Job Description is intended to highlight the main responsibilities and expectations for the post holder and is not the entirety of what a member of staff may reasonably be required to complete in line with the priorities of the organisation. Neither is it intended to highlight the amount of time which should be spent on each task.

**As a member of staff of Bridlington School:**

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Demonstrate a commitment to Positive Discipline
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of students
- Aspire to develop your professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of the school
- Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.



This Job Description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required

<b>Employee signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	