



Job Description and Person Specification: Outreach Tutor

Salary:	Unqualified Teacher Scale
Working Pattern:	Full-time
Contract Term:	Permanent
Location:	St Matthews, Darley Abbey
Reports to:	Outreach Coordinator

Main Purpose

The Outreach Tutor will deliver tailored, high-quality support to students who face significant barriers to engaging in education. The role focuses on re-engaging students in learning, building confidence and resilience, and supporting successful reintegration into an educational setting.

Working closely with the Outreach Coordinator, you will provide individualised academic and pastoral support, both in school and within the community.

Duties and Responsibilities

1. General Responsibilities

- Deliver one-to-one personalised learning programmes to students who have missed significant periods of education.
- Plan and prepare engaging, appropriate lessons that meet individual needs.
- Support students with EBSA/EBSNA, using strategies to build confidence, resilience and engagement.
- Work closely with families to encourage attendance and sustained participation in education.
- Build strong, positive relationships with students experiencing high levels of school or social anxiety.
- Apply a strong understanding of trauma-informed practice, SEND and neurodiversity in all interactions.
- Contribute effectively to the wider Outreach team, demonstrating strong communication and organisational skills.
- Work flexibly across school and outreach settings, including community-based work.



- Work independently, managing time and workload effectively.

2. Safeguarding and Professional Responsibility

- Maintain a strong commitment to safeguarding and promoting the welfare of children.
- Follow all safeguarding procedures and policies consistently.
- Identify, record, and appropriately escalate any concerns regarding student welfare, attendance, or safety to the Outreach Coordinator or Senior Leadership Team in a timely manner.
- Maintain accurate records of work, progress, and any concerns.

3. Other Requirements

- Full UK driving licence and access to own vehicle.
- Willingness to travel as part of the role.
- Flexibility in working patterns to meet student needs.



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE (or equivalent) in Maths and English. Relevant Level 2/3 qualification (e.g. Teaching Assistant) or equivalent experience. 	<ul style="list-style-type: none"> HLTA status or equivalent. Training in Safeguarding, SEND, or behaviour support.
Experience	<ul style="list-style-type: none"> Experience working with children or young people (e.g. as a Teaching Assistant, support worker, youth worker or similar). Experience supporting students with additional needs (e.g. SEND, SEMH). Experience working with students who have barriers to education or attendance. 	<ul style="list-style-type: none"> Experience delivering one-to-one or small group interventions. Experience working with families or multi-agency teams. Experience working outside of a traditional classroom setting.
Personal qualities	<ul style="list-style-type: none"> Calm, patient and resilient when working with vulnerable or anxious students. Able to build strong, trusting relationships and adapt to changing situations. Proactive and solution-focused. High levels of professionalism and integrity. Commitment to safeguarding and promoting the welfare of children. 	<ul style="list-style-type: none"> Reflective and open to feedback. Confident working independently in outreach environments.
Skills and Knowledge	<ul style="list-style-type: none"> Understanding of EBSA/EBSNA and strategies to support engagement. Knowledge of SEND, trauma-informed approaches and neurodiversity. 	<ul style="list-style-type: none"> Knowledge of the local area and services available to support families. Experience using school systems (e.g. CPOMS, MIS systems)



	<ul style="list-style-type: none">• Ability to plan and deliver engaging, personalised learning.• Strong communication skills (verbal and written).• Ability to manage behaviour positively and de-escalate situations.• Good organisational skills and ability to keep accurate records.• Ability to recognise and appropriately escalate safeguarding concerns.	
Other Requirements	<ul style="list-style-type: none">• Full UK driving licence and access to own vehicle.	

Safeguarding Commitment

Include Education is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS check, prohibition checks, satisfactory references, and safer recruitment vetting in line with statutory guidance.