

# Kent County Council

## Job Description: *Education Programme Tutor*

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**Directorate:** Children, Young People and Education  
**Unit/Section:** Fair Access - Education Programme  
**Grade:** KR8

**Responsible to:** Education Programme Coordinator

### **Purpose of the Job:**

Deliver tuition in core subjects on a one-to-one basis, within a framework agreed and under the overall direction and supervision of the Education Programme Coordinator thereby fulfilling KCC's statutory duty to deliver education provision to primary aged children who are without a school place due to exclusions, and primary or secondary aged Children and young people (CYP) who have an Education Health Care Plan and are awaiting a place at a named provision as part of an education package.

### **Key duties and responsibilities:**

1. Prepare and deliver assigned programmes of teaching and learning activities to individuals, modifying and differentiating core subjects with regard to the National Curriculum, thereby providing the CYP with clear and appropriate learning objectives and outcomes in preparation for their identified and onward route.
2. Assess the needs of pupils, via prescribed assessment tools where appropriate, and the use of detailed practitioner knowledge, specialist skills and observations to ensure pupils' learning is appropriately supported.
3. Maintain and evaluate full, accurate and structured records of programmes of study, progress, achievement and observations, submitting to the Education Coordinator using the agreed format and deadlines as set out in the Guidelines provided in the Education Programme Handbook, thereby ensuring the CYP onward route is appropriately informed.
4. Supporting a pre-planned process for integration to school which enables the CYP to successfully access full time education.
5. Adhere to Local Authority Policy and guidance on Data Protection, Information Governance and Safeguarding and Child Protection, reporting any safeguarding

concerns to the Designated Child Protection Co-Ordinator to ensure that the rights of the CYP are paramount.

6. Facilitate and encourage good working practice in partnership with parents, staff, pupils, the community and other agencies taking into account the views of the CYP enabling them to develop their ability and personalities irrespective of race, gender, ethnic origin or disability.
7. Attend and contribute to in-Service training which aims to train teachers to support pupils and facilitate curriculum access, ensuring that service-deliver is in line with new developments in the fields of inclusion and curriculum and national and local initiatives.
8. Undertake other responsible duties, which are consistent with the Job Description, following discussion with the Education Co-ordinator.

**Footnote:** This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post

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## Person Specification: *Education Programme Tutor*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>Qualifications/ Competencies</b>	Degree Level or equivalent.  Professional qualification in an education-related field.  A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with children with additional educational needs</li><li>• Experience in more than one key stage in a mainstream or special school</li><li>• Experience of collaborative working</li></ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"><li>• Be able to work independently and calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations</li><li>• Excellent communication skills, both verbal and written, including the ability to write reports and adhere to deadlines</li></ul>

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g., additional educational needs, curriculum area), including planning, preparing and delivering appropriately differentiated programmes of learning activities to individuals and also detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods</li> <li>• Knowledge and compliance with policies and procedures relevant to S.E.N.D. child protection, safeguarding, data protection and health and safety</li> </ul>
<b>Behaviours and Kent Values</b>	<ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> </ul> <p>We are all responsible for the difference we make</p> <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>