

The Canterbury Academy



Part of The Canterbury Academy Trust
Knight Avenue, Canterbury, CT2 8QA
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Website: www.canterburyacademy.co.uk
JOB DESCRIPTION/ PROFILE

Title:

College Tutor

It is intended that the post holder will work mainly in The City and Coastal College, although they could be deployed in any part of the Academy.

Purpose of the Post:

- To be responsible for the delivery and organisation of lessons and sessions to small groups of students.
- To keep records of the outcomes, progress and impact of lessons and sessions.
- Maintain regular communication with parents on the progress of their children.
- Report back through agreed mechanisms on the progress and outcomes to the Head of City and Coastal College, Heads of Learning, Support Managers, AVP Ethos and Heads of School.
- To provide support in lessons where required.
- To act as a mentor/keyworker for identified students.
- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To support in ensuring centre policies are followed and contribute to the positive ethos of the centre.

Grading of Post:

Academy Wider Workforce currently from £20,595.00 FTE (WWF Band 5) per annum, **actual pro rata salary from £17,792.02.**

The post is also entitled to an Additional Responsibility Allowance (ARA) of £1,800.00 FTE per annum, **actual pro-rata amount of £1,555.02.**

To Whom Post Holder Reports:

- The Head of City and Coastal College (through appropriate lines of communication through the City and Coastal College leadership team).

Who Line Manages Post Holder:

In partnership with Simon Langton  Grammar School for Boys to provide a grammar school band for boys and girls in a comprehensive school for all the talents

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| City View Pre School and Nurseries Ltd | The Canterbury Primary School | The Canterbury Academy | The Canterbury Academy Sixth Form | The Enterprise and Employability College | The Youth and Community Service |
| City View, Franklyn Road Canterbury CT2 8PT | City View, Franklyn Road Canterbury CT2 8PT | Knight Avenue Canterbury CT2 8QA | Knight Avenue Canterbury CT2 8QA | Knight Avenue Canterbury CT2 8QA | Knight Avenue Canterbury CT2 8QA |
| Tel: 01227 463971 | Tel: 01227 462883 | Tel: 01227 463971 | Tel: 01227 463971 | Tel: 01227 463971 | Tel: 01227 463971 |

Generic Responsibilities:

- To work collaboratively and cooperatively with other members of the wider workforce and the teaching staff.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To work positively and enthusiastically with all stakeholders and in accord with the values, spirit and practice encapsulated in The Campus Charter and other standards as exemplified in the professional learning area of the intranet.
- To be an ambassador for The Canterbury Academy.
- To invigilate examinations as required.
- To carry out student supervision duties immediately before school, at break and lunchtime and immediately after school as part of contracted hours.
- Work may also include helping with displays, generic administrative tasks, collecting money for trips and preparing differentiated teaching materials under the direction of appropriate line manager.
- To undertake other duties as directed by the Executive Principal.

Specific Responsibilities:

- To be available to work 37 hours per week flexibly.
- To deliver, coordinate and organise lessons and sessions for students who have been referred to City and Coastal College for a period of time out of mainstream education.
- To ensure that all students in the provision have targets set and are reviewed at agreed times in the year.
- Establish, develop and maintain links and relationships with external agencies that can provide support, guidance and intervention for students.

- To support the delivery of programmes of support for all pupils.
- Using the college's existing systems, track the attainment, achievement and progress of specific pupils or vulnerable groups and provide necessary and relevant information as requested.
- To liaise with pupils, parents and other professionals regarding provisions for learner needs and/or concerns about progress or behaviour.
- To implement Trust policy on procedures and sanctions.
- To ensure that all students' records are kept up to date and that relevant information is disseminated to appropriate staff.
- To request evidence of the support which learners are receiving and keep the provision map, pupil profiles and learning files up to date.
- To ensure the monitoring of the systems and alert the college leadership team if there is a concern of any nature about any aspect of the process.
- To ensure that the appropriate documentation is provided for meetings and is distributed to other professionals promptly.
- To provide the necessary support at meetings with parents, exclusion meetings, Governors Disciplinary Meetings and Return from Exclusion Meetings (e.g. compiling reports, letters home, record of meetings) and to attend where appropriate.
- Assist in the delivery of educational/extended activities.
- Supervise the activities of individual or groups of children to ensure their safety and facilitate their development.
- Undertake those activities necessary to meet the physical, emotional and educational needs of children, including those with special needs.
- To take a proactive role in ensuring that City and Coastal College exceeds its targets for attendance, progress, engagement and reintegration.
- To be the first point of contact for parents/carers or guardians in cases of absence and to make contact with parents/carers or guardians in the event of absence or other concerns regarding presence in school.
- To identify cohorts of students who are not attending and to make recommendations for action.

As appropriate

- To work in non-term time as part of the extended service team (Well-being) and carry out those roles to further support children and their families to engage with, and succeed in, school and education. Up to 10 days.
- To make contact with parents/pupils during non-term time and weekends, offering pastoral care and drop-in service as appropriate.
- To further support children and their families to engage with, and succeed in, school and education.
- Other duties in support of the school as reasonably decided by the Executive Principal.

Appraisal

- To participate in the Appraisal process.

Continual Professional Development

- The post holder will benefit from the campus' commitment to CPD.
- The post holder will be expected to engage in professional development as agreed with the appropriate line manager.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal process.