**JOB DESCRIPTION**

**Main Duties and Responsibilities of a Personal Tutor**

* To be responsible for a tutor group
* To lead and manage Tutorials for assigned tutees
* To lead on the creating, development and evaluation of Individual Learning Plans for your assigned tutees, including individualised learning targets, medium term goals and long term goals
* To write termly student progress reports, end of year student progress reports and other progress reports for assigned tutees
* To liaise with parents/guardians, key workers, scheme managers of assigned tutees, as appropriate
* To prepare for and participate in annual review meetings
* To ensure records are appropriately maintained for assigned tutees
* To design, plan and deliver programmes of education for learners with profound and multiple learning difficulties/severe learning difficulties and additional complex needs, both in the classroom and in community settings
* To develop high quality lesson plans and schemes of work.
* To record student progress towards the achievement of their learning targets, medium term goals and long term goals
* To manage, supervise and guide the work of Learning Support Assistants and Care Support Assistants in your lessons
* To ensure that records are maintained and to undertake relevant administrative duties
* To ensure that annual review information is timely and accurate
* To assist in the pre-entry assessment of prospective students and the baseline assessment of new students
* To be responsible for promoting and reviewing a specified area of the curriculum
* To assist in the promotion of Condover College as a “Total Communication Environment”
* To safeguard the students in all aspects of your work
* To promote Equal Opportunities and the organisation’s Equality and Diversity Strategy
* To ensure the implementation of Health and Safety for students and education staff, including the completion of comprehensive risk assessments.
* To assist in developing our education provision as a “Centre of Excellence” for the people that we support
* To be prepared to assist in supporting our students in their physical and emotional needs (including the provision of intimate personal care when required)
* To complete ten days training and continuing professional development (CPD) as part of 200 contracted working days per annum
* To represent the organisation externally as appropriate
* To undertake any other duties commensurate with the level of responsibility of the post

**PERSON SPECIFICATION**

#### Job Title: Personal Tutor

**Responsible to: Head of Education**

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|  | **Essential** | **Desirable** |
| **Qualifications and Training** |  |  |
| Degree in a relevant discipline | X |  |
| Post Graduate Certificate in Education (PGCE) or equivalent | X |  |
| Qualification in teaching people with Profound and Multiple Learning Difficulties (PMLD)  |  | X |
| QTS (Qualified Teacher Status) / QTLS (Qualified Teacher Learning and Skills) | X |  |
| Qualification in Makaton / experienced in the use of Makaton |  | X |
| Assessor awards |  | X |
| **Experience** |  |  |
| Relevant teaching experience of learners with Profound and Multiple Learning Difficulties / Severe Learning Difficulties/ Complex needs | X |  |
| Relevant teaching experience of learners with a sensory impairment |  | X |
| Experience of writing learner progress reports and other report writing skills | X |  |
| Experience of being a Personal Tutor |  | X |
| Experience of developing students’ learning targets, medium term goals, long term goals to create individual learning plans |  | X |
| Experience of working in a multi-disciplinary team |  | X |
| **Personal Qualities** |  |  |
| A strong commitment to the needs of the people we support | X |  |
| A team player in a multi-disciplinary team | X |  |
| Flexible and adaptable | X |  |
| Proactive and resilient | X |  |
| A commitment to Equality and Diversity | X |  |
| A commitment to Safeguarding | X |  |
| A commitment to Continuing Professional Development | X |  |
| A knowledge and understanding of the policy and statutory environment in which we work | X |  |
| Competent in the use of ICT | X |  |
| Innovative and creative use of technology |  | X |
| Driver with UK Driving Licence or compatible International Driving licence |  | X |