

Job Description: Specialist Tutor

Salary: £31,000 - £33,500 per annum (dependent on experience and qualifications)

Contract: Permanent

Hours: 37.5 hours per week. Monday to Friday, 8:30am - 4:30pm

Location: Whalley Range and Castlefield, Manchester. Travel between sites may be required.

Job Purpose

To provide specialist teaching, assessment and academic support for learners with SEND and SEMH needs, ensuring they remain engaged in learning and achieve positive educational outcomes.

The post holder will identify learning needs, undertake educational assessment and screening, design personalised interventions and deliver targeted support to improve attainment, engagement and qualification achievement.

Main Duties and Responsibilities

Educational Assessment and Intervention

- Undertake educational screening and assessment.
- Identify barriers to learning and engagement.
- Analyse learner strengths, needs and learning profiles.
- Develop personalised support plans and learning strategies.
- Design and deliver targeted interventions.
- Monitor and evaluate the impact of interventions.
- Maintain accurate learner records and assessment information.

Teaching and Learning

- Deliver high-quality 1:1 teaching.
- Deliver small-group learning sessions where appropriate.
- Adapt teaching to meet individual learner needs.
- Support learners with SEND and SEMH needs to access education successfully.
- Promote confidence, resilience and independence.
- Develop positive relationships that support engagement and achievement.

Qualifications and Progress

- Support learners to access appropriate qualification pathways.
- Monitor academic progress and attainment.
- Support completion of coursework, portfolios and assessments.
- Ensure learners work at an appropriate level to achieve success.
- Maintain awareness of qualification requirements and specifications.
- Support learners to achieve meaningful educational outcomes.

Multi-Agency Working

- Work collaboratively with colleagues across the provision.
- Liaise with parents, carers and external professionals.
- Contribute to review meetings and educational planning.
- Provide recommendations regarding learner support strategies.

Quality and Development

- Contribute to the continuous improvement of educational provision.
- Share good practice and contribute to team development.
- Participate in training and professional development.
- Maintain high standards of teaching, assessment and learner support.

Safeguarding

- Promote the safeguarding and welfare of children and young people.
- Follow safeguarding policies, procedures and statutory guidance.
- Report concerns promptly in accordance with organisational procedures.
- Maintain professional boundaries and uphold safeguarding responsibilities at all times.

Person Specification

Essential Qualifications

- Qualified Teacher Status (QTS) or equivalent teaching qualification.
- English and Mathematics at Level 2 or above.
- Evidence of continued professional development.

Essential Experience

- Experience working with young people with SEND and SEMH needs.
- Experience supporting learners with autism and ADHD.
- Experience delivering 1:1 and/or small-group teaching.
- Experience undertaking educational assessment or learner profiling.
- Experience designing and implementing interventions.
- Experience monitoring learner progress and attainment.

Essential Knowledge

- Understanding of SEND and inclusive educational practice.
- Knowledge of autism, ADHD and neurodiversity.
- Understanding of educational assessment and screening approaches.
- Understanding of barriers to learning and intervention strategies.
- Knowledge of qualification pathways and accreditation routes.
- Understanding of safeguarding responsibilities.

Essential Skills

- Ability to assess learner needs and identify barriers to learning.
- Ability to develop personalised learning strategies.
- Strong teaching and communication skills.
- Ability to build effective relationships with young people.
- Ability to motivate and engage learners.
- Strong organisational and record-keeping skills.
- Ability to work effectively as part of a multi-disciplinary team.

Desirable

- Experience working within Alternative Provision, PRUs, EOTAS or specialist SEND settings.
- Functional Skills delivery experience.
- Experience supporting vocational qualifications.
- Knowledge of trauma-informed practice.
- Additional SEND-related qualifications or specialist training.
- Experience providing support with handwriting and reading.

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful applicant will be required to undertake an Enhanced DBS check, provide satisfactory references and complete all relevant pre-employment checks.

Equality, Diversity and Inclusion Statement

We are committed to creating an inclusive workplace where everyone is treated with dignity, fairness and respect.

We welcome applications from all sections of the community and actively encourage applications from individuals with lived experience of SEND, neurodiversity and other underrepresented groups. We value diversity and recognise the positive contribution that different experiences, perspectives and backgrounds bring to our organisation.

How to Apply

Send in a CV and covering letter, stating how you meet the job description and person specification to: nicole@ymcamanchester.org.uk