Lapwing

**JOB DESCRIPTION**

**JOB TITLE: TUTOR & HOLISTIC EDUCATOR**

**REPORTING TO: HEAD OF EDUCATION (FOR AREA)**

**SUMMARY OF ROLE**

To provide specialist and general tuition, coaching, mentoring and support to individual students and small groups of students with learning disabilities or disadvantages.

To ensure good safeguarding practice and actively promote the welfare of all students on Lapwing education programmes.

To contribute in a pro-active and positive manner to the delivery of an effective and efficient service in line with Lapwing’s ethos and values.

**GENERAL ACCOUNTABILITIES**

* To be an ambassador for Lapwing - pro-active promotion of Lapwing’s services and ethos
* To be flexible, add value, go the extra mile i.e. to take on other tasks and responsibilities beyond the remit of job role
* To contribute to the development of new initiatives and policies
* To be a team player by building relationships with other team members
* To attend and contribute to team meetings and training days as and when required
* To adhere to Lapwing policies and procedures
* To promote best practice in health and safety

**SPECIFIC RESPONSIBILITIES**

To provide a tuition and support service which meets the identified needs of the individual student by assisting in organising, instructing and supervising student participation in curriculum activities.

To teach and reinforce English and maths functional skills and potentially other specialist subjects across the age range working towards core curriculum targets and qualifications as necessary.

To write lesson plans and contribute to schemes of work, supporting the Education Team in planning session activities, materials and resources.

To be creative in the planning and delivery of each session to motivate and engage students.

To use appropriate assessment methods to inform planning and monitor student progress.

To maintain accurate and relevant information on student progress.

To systematically reflect and evaluate student learning, progress and outcomes during and following individual sessions and over time.

To contribute to student review meetings, related documentation and periodical reports as required.

To contribute to the creation and maintenance of Individual Learning Plans, risk assessments, students support plans, student profiles and other student related documentation.

To collect and transport students by car to various venues in order to deliver the education programme.

To represent Lapwing effectively by communicating in a timely and appropriate manner with parents, carers and other stakeholders as and when required.

To build a relationship of trust with the student, acting as a positive role model to develop their life skills using a holistic and flexible approach.

To actively promote a person centred approach, ensuring the student remains central to all decisions regarding their learning programme.

To support the student in all aspects of learning and equip them with strategies to help them personally develop.

To undertake such other duties as may reasonably lie within the scope of this post to ensure the effective delivery of Lapwing services.

This job description is not necessarily exhaustive and may be subject to review by the Head of Education in conjunction with the post holder.