Lapwing

**JOB DESCRIPTION**

**JOB TITLE: LEAD TUTOR**

**REPORTS TO:** Head of Education

**POST:** 30 – 37.5 hours per week, term time only

**SALARY:** FTE (52 weeks): £39,938 – £52,550

Prorated for term time only (39 weeks): £34,255 – £45,072

**SUMMARY OF ROLE**

The Lead Tutor is an integral part of the Education Team leading on the development and delivery of best practice tutoring within Lapwing, directly benefiting students and positively influencing colleagues’ quality of delivery. The post holder will promote Lapwing Education’s ethos of student centred provision and ensure good safeguarding practice, actively promoting the welfare of all students on Lapwing education programmes. The post holder will directly oversee some student programmes and, depending on the post holder’s background, is also likely to lead on a specific area of expertise within the organisation, such as: literacy; numeracy; functional skills delivery and quality assurance; initial/diagnostic assessment delivery; The Thrive Approach; STEM development; etc.

**GENERAL ACCOUNTABILITIES**

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

**SPECIFIC RESPONSIBILITIES**

* Lead on the development and delivery (modelling) of best practice tutoring within Lapwing.
* Deliver tutoring across a range of subject areas and age groups including accredited programmes (eg. functional skills) and non-accredited programmes (eg. vocational activities).
* Provide specific supervision, session modelling and/or occasional support to colleagues as and when required or as directed by senior leaders.
* Co-ordinate the planning, implementation, monitoring and review of personalised programmes ensuring high quality provision is delivered to Lapwing students.
* Contribute to the delivery, assessment and internal verification of academic and/or vocational qualifications (eg. Functional Skills, Arts Award, AQA unit awards).
* Carry out initial assessments as and when required with students as part of their personalised programme.
* Co-ordinate the completion and quality assurance of schemes of work, individual learning plans (ILPs), support plans, risk assessments, personal development measures and student reviews.
* Participate in the setup of new programmes, the induction of new students and ongoing co-ordination with families, including managing student review meetings and communications as and when required.
* For specified student programmes, be the main point of contact for families and funders.
* Co-ordinate and conduct EHCP annual reviews for a caseload of students.
* Follow best practice safeguarding procedures as indicated in Lapwing’s safeguarding policy and actively promote the welfare of all students on Lapwing education programmes.
* Foster and maintain positive working relationships with all stakeholders whether they are colleagues, students, parents / carers, local authorities, schools, colleges, partner agencies and other organisations.
* Lead on an area of development within Lapwing’s offering involving planning, implementation, staff training and support, monitoring impact, quality assurance (eg. functional skills, initial/diagnostic assessments, therapeutic interventions, Thrive, etc.)
* Contribute to the planning and implementation of Lapwing promotional events and organisational activities as and when required.
* Carry out specified ad hoc project and development work as directed by the Senior Leadership Team in order to develop the work and services of Lapwing.
* Maintain an awareness of relevant legislation and practice changes.
* Offer/Provide timely supervision to colleagues working on education programmes for which the post holder is responsible.
* As part of the Extended Leadership Team, to deputise for the Head of Education in fulfilling operational responsibilities as and when required.
* To undertake such other duties as may reasonably lie within the scope of this post to ensure the effective delivery and development of Lapwing’s services.

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