Job Description

Job Title: SEN Tutor
Reporting to: Vocation Lead
Grade/Salary: £33,000 -£36,000 (based on experience & qualifications)
Hours: 35 hours per week
Contract: Permanent,
Probationary Period: 6-month probationary period
Location: Main Road Nurseries, Stanwell Moor Road, TW19 6BS (Close to T5 Heathrow)

Background to the Role

Green Corridor is a dynamic UK registered Charity, working to improve the lives of 16-25 year olds with Special Educational Needs (SEN) through our various pathways and functional skills programmes. We run a section 41 Post-16 provision with about 50 learners on roll.

Summary of the Role

Our successful charity runs pathways which focus on employability and skills for everyday living to help young people, with SEN and learning disabilities to gain confidence and social support, alongside nationally recognised qualifications.

Green Corridor requires the skills of an enthusiastic and reliable Tutor with experience and knowledge of horticulture and gardening. The successful candidate will deliver practical, gardening based sessions that teach our young people horticultural skills alongside general employability skills, such as teamwork, communication, punctuality and following instructions.

Our learners each have their own additional needs, so the candidate should ideally have experience of, or an affinity for, working with young adults with Special Educational Needs (SEN). They will need to be able to adapt their teaching style to suit each learner. The role is very practical based and involves teaching learners of all abilities in small groups, both outdoors/ in a greenhouse and in a classroom

Equality & Diversity

Green Corridor is committed to promoting a diverse and inclusive community, a place where we can all be ourselves and succeed. We invite all those from different backgrounds to apply for our advertised job posts, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Safer Recruitment

We are committed to keeping our learners safe and as such we have robust Safer Recruitment and Safeguarding policies in place. It is a requirement to complete a full application form, and we will carry out pre-employment checks including references and an Enhanced DBS check for both Child and Adult workforces as part of this process.

To apply, please complete the application form and send to recruitment@greencorridor.org.uk

Specific Duties and Responsibilities of the Role

Frontline Teaching

- To plan, prepare and teach schemes of work to national standards and deliver individually targeted lessons. To complete planning documentation to the time schedule agreed by our Head of Education.
- To teach the young people and adults in your group according to their individual needs, and to approved standards
- To promote the intellectual, physical and personal development of students in your tutor group including the embedding of English and Maths skills and British Values.
- To be able to tailor teaching to the differing levels of ability of individual learners in a cohort.
- To design and deliver Horticulture based lessons and PSHE lessons

Assessment, Recording and Reporting

- To assess and create individual portfolios, report on learner's development, progress and educational attainment in line with the RARPA process, including basic maths and English.
- Working with our Internal Verifier (IV) for quality assurance.
- To attend Progress Reviews and Interim Reviews of learners in your tutor group and provide a progress report on outcomes to the agreed time scale.
- To update and maintain individual learner plans setting and reviewing learner targets.

Curriculum Development

- To advise and co-operate with the Senior Managers, other tutors, the centre internal verifier and support staff on the preparation of teaching materials, schemes of work, methods of teaching and assessment and pastoral care.

Discipline, Health and Safety

- To be familiar with and work to all the organisation's Policies and Procedures.
- To work collaboratively with parents/carers to ensure a consistent approach to the delivery of programmes including; behaviour management, communication, shared targets etc.
- Ensure risk assessments are completed for activities and followed on site to ensure that learners and members of the community are safe at all times.

Professional Development

- To participate in 30 hours CPD per year specific to the needs of learners and Green Corridor.
- To keep your own individual Professional Development Plan up to date including the potential to train to Award in Education and Training, level 3 or level 5 Diploma in Education and Training.

Cover

- To supervise, and so far as it is practicable, teach any learners whose tutor is not available due to absence or annual leave.

Other duties

- The post holder will be required to undertake other appropriate activities related to achieving the organisations objectives, as determined by the CEO.

Additional Information

- The role will require the successful candidate to work flexible hours including occasional evenings e.g. the learner leaving party.
- Role subject to enhanced DBS clearance for both Child and Adult workforce

Person Specification

Experience	Essential	Desirable
Proven experience in quality teaching	✓	
Experience of working with young people with special educational needs or learning disabilities	✓	
Experience in assessing, tutoring, training or teaching.		✓
Experience of working for a charity/voluntary organisation		✓

Qualifications & Knowledge, Skills & Personal Attributes	Essential	Desirable
Educated to Level 2 in Maths and English	✓	
IT literate: Microsoft Word, Excel. & PowerPoint	✓	
Excellent communication skills, both oral and written	✓	
Excellent time management and organisational skills	✓	
Proactive, self-motivated, can-do attitude	✓	
Ability to obtain enhanced DBS clearance for both Child and Adult workforce	✓	
Award in Education and Training or equivalent	✓	
Achieved / working towards or willingness to work towards Diploma in Education and Training (DET) or equivalent / National Vocational Qualifications assessor qualifications or PGCE	✓	
experience and interest in gardening / horticulture	✓	
D1 Licence and willingness to drive minibus		✓
Appropriate Prevent and Safeguarding training		✓