

Sense College East (SCE) - Job Description

Post:	Senior SEND Tutor
Responsible to:	Education Service Manager
Accountable to:	College Principal via Vice Principal
Salary:	33,930.
Location:	Sense College East sites as advertised.

Description of Role

You will be a Senior SEND (Special Educational Needs and Disabilities) Tutor within a small team delivering education programmes to students aged 16-25 with a range of sensory and profound physical disabilities.

You will have oversight of the planning, teaching and assessment of a small cohort of learners, reporting on progress and achievement against Education, Health and Care Plans outcomes.

You will play a key role in the development and performance management of a limited number of staff. Acting as a mentor to new and developing staff and carrying out observations and learning walks to support effective curriculum implementation.

Sense is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment. You will be expected to work within the DfE Keeping Children Safe in Education guidelines and adhere to Safer Recruitment practices.



Key Responsibilities

1. Plan and deliver effective learning programmes for a small group of SEND students aged 16-19
2. You will lead on an area of the curriculum ensuring it is up to date, relevant and meeting the needs of all students
3. To carry out specialist assessments to determine key learning aims for students
4. You will work with the Vice Principal Curriculum and Quality to provide mentoring support to new and developing members of the education team
5. You will carry out observations and learning walks as part of your mentoring role and to support wider college quality improvement
6. You will deliver training on your lead area and others to ensure staff have the knowledge and skills to deliver the curriculum and support the learning of all students
7. To undertake the full line management role for a small number of education staff
8. Plan for and lead EHCP review meetings for a small group of students
9. Maintain and update your knowledge of specialist educational research to develop evidence based practice
10. Evaluate your practice with others and assess its impact on learning
11. Manage and promote positive student behaviour
12. Motivate and inspire students to promote achievement and develop their skills to enable progression into adulthood
13. Promote the benefits of technology and support students in its use
14. Address the mathematics and English needs of students and work creatively to overcome individual barriers to learning
15. Enable students to share responsibility for their own learning and assessment, setting goals that stretch and challenge
16. Contribute to organisational development and quality improvement through collaboration with internal and external professionals
17. To plan and lead educational activities on or off-site, as required



18. Research and develop new learning activities and teaching materials, including online resources and remote learning
19. To develop expertise by undertaking additional qualifications in specialist areas as required e.g. MSI, PMLD, autism, BSL
20. Represent the college at EHCP reviews and reviews of learning with parents, taster days, open days and transition events
21. Attend to the persons' physical and personal specialist care requirements as required by the individual needs of the person.

Other Duties

1. The main duties of the post are outlined above, but these may be subject to review and amendment according to the needs and the development of the service.
2. The post holder may be required to undertake other duties as appropriate to the post, or subject to service need elsewhere on a temporary basis.
3. The post holder may be required to undertake any other duties as instructed by the College Principal / Vice Principals and Education Service Managers.
4. The post holder may be required to work across all college sites/centres, with occasional overnight stays.
5. Make a positive contribution to the wider life and ethos of Sense College East.

END



Person Specification

Sense College East Senior SEND Tutor

Education and Training	
Essential Criteria	Desirable Criteria
Educated to BA degree level	Multi-Sensory Impairment (MSI) Certificate or Diploma
Higher level teaching qualification e.g. Certificate in Education or Post Graduate Certificate Education (PGCE) Level 5 Diploma	Severe, Profound and Multiple Learning Disabilities Certificate or Diploma
	BSL Level 1 or Level 2 or equivalent sign vocabulary Level 5 Coaching and Mentoring Qualification

Skills & Abilities	
Essential Criteria	Desirable Criteria
Have an excellent understanding of the SEND Code of Practice and the EHCP process	
Ability to form and maintain positive and effective relationships with students, colleagues, parents and other professionals.	
Be able to identify barriers to learning and plan appropriate programmes to address them	
Sound understanding of specialist teaching and learning strategies and how to deliver them in a person centred way	
Manage small groups of students effectively, using approaches which are appropriate to students' needs in order to involve and motivate them	
The skills and ability to mentor and coach tutors and support staff to improve their performance	



Skills & Abilities	
Essential Criteria	Desirable Criteria
Skills & Abilities	
Essential Criteria	Desirable Criteria
Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support	
Ability to lead and line manage a small group of tutors and support	
Demonstrate consistently the positive attitudes, values and behaviour which are expected of students.	
Communicates effectively, inter-personally and in writing	
Use relevant data to monitor progress, set targets, and plan subsequent lessons	
Ability to support learners with positive behaviour support	

Achievements and Experience	
Essential Criteria	Desirable Criteria
Minimum of 2 years' as a qualified teacher with 2 years' experience teaching SEND learners.	
Sound understanding of Safeguarding legislation and best practice	
Experience of planning and delivering successful teaching that improves outcomes for students	
Experience of working with learners at Pre-Entry and Entry Level and RARPA approaches	
Experience of using systems to record, track and monitor student achievement	
Have experience of curriculum planning for learners with SEND	



Be familiar with a Augmentative and Alternative communication systems and technology	
Achievements and Experience	
Essential Criteria	Desirable Criteria
An understanding of how to support the wellbeing and mental health needs of students	
Experience of carrying out assessments for learning Experience of supporting transitions for learner into and out of	

Developed by Gary Hyndman, Sense College East Principal, June 2022