

Job Description

Job Title	Specialist Tutor - Oasis
Department	SGS Oasis
Reporting to:	Education Manager
Main Purpose of the role	
To deliver qualifications and study programmes to learners in SGS Oasis specialist provision. To develop knowledge, understanding and skills to achieve qualifications and make academic progress. To provide opportunities to make progress towards EHCP and preparing for adulthood outcomes. We currently require teachers with experience of specialist education who are able to deliver maths, English, history, health and social care and arts award qualifications from E3 – Level 3 or equivalent.	
Key Tasks / responsibilities:	
- To deliver a study programme that promotes well-being and supports learners to make academic progress and progress towards EHCP and PfA outcomes - To ensure a suitable therapeutic environment for learners with C&I and SEMH needs - To foster an individualised approach to supporting learners to engage with learning and gain qualifications - To use appropriate de-escalation techniques to manage learner anxiety and behaviour - To stretch and challenge English and Maths Skills through all delivery - To ensure that learners are enrolled and registered with the appropriate awarding bodies - To maintain accurate records of learner progress, tracking and achievement. - To work collaboratively with Education Manager, therapists, and other staff to identify support needs and to implement and develop effective strategies - To attend team meetings, curriculum meetings and learner review meetings as required - To be a positive role model for all staff and learners - To complete and submit reports and statutory documentation in a timely manner - To promote equality and diversity - To stay up to date in terms of recommendations for delivering PSHE and HN learners	
Main Duties	
- To deliver qualifications that form part of individualised packages of therapeutic support and education. - To maintain accurate records of learner progress, tracking and achievement. - To contribute to ILPs and AR as required	
Duties may include	

- Following the guidance issued by both the Awarding Body and the College with regard to assessment practice and the completion of documentation, and to engage in Internal Verification and standardisation meetings throughout the year
- To maintain SoW and lesson plans and resources as appropriate
- Full compliance with the College's Quality Assurance systems to ensure consistency and continuous improvement, liaising with appropriate College staff to ensure that systems in support of assessment, verification and additional support are fully implemented.
- attendance at team meetings, Open Days/Evenings, Staff Development days and any other duties as directed by the Education Manager
- To participate in the College staff development review and appraisal process.
- To participate in College staff development initiatives relating to equal opportunities and disability issues in line with College policies.
- To ensure subject updating activities including curriculum and professional are undertaken and agreed with the line manager.
- Any other duties required by the line manager or Head of Sector that are commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly. Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Role Dimensions

- 1:1 and small group teaching
- Knowledge of PfA agenda
- Experience of teaching learners with EHCPs
- Experience of working with young people with diagnosis of ASD SEMH needs
- Lone working as required
- Supporting in the community as required
- Flexibility and understanding of SEND and SEMH in order to meet the needs of a variety of learners as they prepare for adult life and employment

Key Interfaces

- Oasis Learners
- Oasis Education Manager and Provision Lead
- Oasis Staff Team – tutors, keyworkers, Learning Support Workers
- Oasis Therapy Team
- Director of Education Support Operations
- Quality Improvement Team
- Awarding bodies

Supporting College Goals and Values – all roles

In addition to the requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.

This means:

- Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
- Promoting the image of the College as one that is committed to the highest standards of delivery and service.

• Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety.					
Measurable Performance Standards for this role					
• 90% retention and completion target • 85% pass rate for all functional skills where appropriate • Evaluation and evidence of TLA including learners' views.					
Level of Disclosure and Barring (DBS) disclosure required					
Enhanced with barred list checks					
Author and Date					
Penny Chislett/Samantha Bennett 7/3/2023					
Job Evaluation (for HR Completion)					
Score		Profile		Level	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Specialist Tutor Oasis



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
Educated to degree level or equivalent or have substantial relevant subject experience.	✓		Application form and certificate
Assessors / IQA Qualification		✓	Application form and certificate
Experience of delivering online through TEAMs		✓	Application form and certificate
Teaching Qualification (DTLLS) or willing to be working towards You will be required to obtain a Stage 3 full professional qualification (PGCE in post-16 education or equivalent) within 2-4 years of commencing lecturing duties within the College.	✓		Application form and certificate
GCSE Maths and English grade C or above or Level 2 equivalent	✓		Application form and certificates
Experience of ICT functional skills or ICT delivery		✓	Application form and certificates
Experience and knowledge			
Experience working with learner s with SEND and SEMH	✓		Interview and application
Ability to convey information which needs careful explanation or interpretation	✓		Interview and application
Being supportive and encouraging to others in the team	✓		Interview and application
Working with others to reach an optimum conclusion by collaboration	✓		Interview and application

Criteria	Essential	Desirable	Assessed by
Taking responsibility for an area of work, setting standards and monitoring performance.		✓	Interview and application
Good administrative skills	✓		Interview and application
Ability to show initiative	✓		Interview and application
Knowledge of devising assessment materials and systems in line with awarding body requirements/RARPA		✓	Interview and application
Evidence of achieving targets within timescales	✓		Interview and application
Evidence of current industry practice/updating	✓		Interview and application
Accurate completion of College and awarding body documentation as per guidelines		✓	Interview and application
Skills and abilities			
IT literate	✓		Interview and application
High levels of emotional literacy	✓		
Ability to create individual learning plans and ensure timely completion	✓		Interview and application
Ability to understand and interpret complex information and take actions to improve	✓		Interview and application
Excellent oral and written communication skills	✓		Interview and application
Excellent organisation and administrative skills	✓		Interview and application
Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Interview and application

Criteria	Essential	Desirable	Assessed by
Influencing skills: The ability to persuade others.	✓		Interview and application
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Interview and application
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Interview and application
Circumstances of role (if applicable)			
Must be willing to undertake appropriate training and staff development to contribute to CPD	✓		Interview and application
Must be prepared to work flexibly to meet business needs early start/late finish	✓		Interview and application
Hold a full current driving licence	✓		Interview and application
Have access to a vehicle at all times for the purpose of work	✓		Interview and application
Hold car insurance to cover business use	✓		Interview and application
Ability to obtain and maintain a satisfactory Disclosure and Barring Certificate	✓		Interview and application