



Role profile

Job Title: Senior LEAD Secondary & Post 16 Tutor

Post Number: 215912

Grade: PO3

Directorate: Children's and Adults' Services

Service: Lifelong Learning, Skills and Employment

Reports to: LEAD Service Manager

PURPOSE OF ROLE:

- Responsible for planning and managing the successful delivery of tuition.
- LEAD Senior tutors will have overall responsibility for the operational delivery of tuition across pupils homes and in community outreach venues.

Responsible for: Line management of education tutors.

KEY ACCOUNTABILITIES

- Responsible for line managing a team of tutors, providing inspirational leadership so they aspire to achieve the highest possible standards in teaching, learning and assessment.
- Responsible for the operational planning and delivery of tuition through timetabling, venue and tutor allocation.
- To support and advise the LEAD Service manager in the development of an imaginative and forward-looking curriculum designed to meet the needs of pupils.
- Responsible for planning and implementing a schedule of observations of teaching, learning and assessment that ensure the standards being delivered across the service are accurately evaluated in line with current Ofsted standards.
- Responsible for negotiating stimulating and challenging improvement plans that motivate others to develop their own reflective practitioner skills and seek to continuously improve their professional practice.

- Responsible for challenging poor professional practice promptly and appropriately so that the quality of learner experience and outcomes are safeguarded (performance management)
- To have a timetable of tutoring in various areas of need (includes preparation time of 2 direct delivery hours to 1-hour preparation, assessment and marking).
- Ensure all provision and resources are used in the most effective way.
- Ensure that literacy, language and numeracy needs are identified and are being developed, and that flexible learning and inclusion of digital learning is used effectively to enhance and facilitate learning.
- Responsible for ensuring that learner views are consistently and regularly reviewed, analysed, acted upon and that learners receive feedback from the department, to ensure that learner achievements are recognised and celebrated.
- Responsible for providing the LEAD Service Manager with regular updates against KPIs using quantitative data and analysis,
- Promote equality of opportunity and recognition of diversity in the delivery of services and in employment practices.
- Understand the safeguarding policy and procedures. Ensuring that the Safeguarding procedures are followed by all staff.
- Undertake any other duties that you may be reasonably requested.

These are the values that drive us:

Lead with heart

We're here for the people of Hounslow. We work together with them and for them with care and compassion, with patience and in partnership. We put ourselves in other's shoes, remembering that every person is different, and every interaction is a real moment in their lives. We always feel first.

Do new

We need to do things differently if we're going to help Hounslow people thrive in the future. Hard work is important but it's not enough on its own. We need to challenge ourselves to break new ground, invent new approaches, try new ideas keep moving forward and keep improving. That means being ready to stop doing things we've done before. It means taking on risk and backing each other when we take a leap.

Pass on the power

The world keeps on changing and we need to change with it. We won't be able to adapt fast enough to the future needs of our residents if we stick to old fashioned command and control. We need to hand over responsibility and give people more power to make decisions and take action themselves. It's about being transparent and straightforward. It's about providing tools and support. But most of all, it's about being ready to trust each other to do the right thing.

Harness the mix

We work together, across disciplines and roles. We talk lots, share our insights, our skills and experience. We're not interested in siloes or defensiveness. We're always open to different approaches, we're flexible and ready to adapt. We break down the barriers between our parts and people to unlock the problem-solving power of our amazing mix of minds.

Be a rock

There's lots to do and people need us. It's up to us to take the initiative. To take responsibility. To stand up and be counted. Everyday. It's about being super focused, effective and efficient. It's about allocating our resources smartly and with good rationale – using data to help guide our decisions. But most of all, it's about having the strength and determination to keep on going through thick and thin.

The top 5 things about you that are most important:

- You will have comprehensive experience and knowledge of the Education Sector and the ability to plan strategically, identify opportunities for development of the service and promote innovation in delivery.
 - You will have significant experience of working with pupils with complex SEND needs who are not engaging in learning or work, and knowledge and understanding of their potential barriers to learning. Knowledge and understanding of recent legislation in relation to SEN and the National Curriculum
 - You will have at least two years' experience of teaching or training underpinning your knowledge and understanding of the Ofsted Education Inspection Framework and the ability to manage a team of tutors.
 - You will be very well-organised and have a clear understanding of the importance of the timescales and resources required in the education sector and be able to apply them in practice on a daily basis.
 - You will be confident in leading a team of tutors, overseeing managerial activities to shape develop an effective team.
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Requirements:

- **Team Leadership:** Overseeing team of tutors, providing guidance and mentoring, ensuring standards are met.
- **Teaching Experience:** teaching qualification and or qualifications relating to education Proven ability to explain complex topics clearly and tailor lessons to meet individual student needs.
- **Communication Skills:** Excellent verbal and written communication skills to effectively convey information and interact with students, parents, and possibly other educators.
- **Organization and Time Management:** The ability to plan lessons, manage time effectively, and ensure that learning goals are being met.
- **Problem-Solving Skills:** Capacity to identify learning challenges and create strategies to overcome them.
- **Professionalism:** Punctuality, reliability, and maintaining professional boundaries with students and parents.

- Experience working with young people with SEND
- Experience, knowledge and understanding of safeguarding processes.
- Enhanced DBS check is required for the role.