

<b>Job description:</b> Tutor	<b>Current postholder:</b>
<b>Valid from:</b> 01 September 2016 until further notice.	<b>Pay details :</b> Held at Newbury Hall.
<b>Reporting to:</b> Academic & SMSC Lead, Alex McNish, based at Newbury Hall.	

#### Safeguarding Statement

**Newbury Hall is committed to safeguarding & promoting the welfare of children & young people & expects all staff & volunteers to share this commitment.**

**Safeguarding is everyone's responsibility.**

Safeguarding is a priority with arrangements in place to ensure pupils feel and are safe on school premises and during off-site activities. Learner experience and achievement are paramount and safeguarding initiatives are developed to impact positively upon this. The school ensures safeguarding legislation and guidance are adhered to and taken into account when developing and revisiting policies, procedures and associated arrangements.

The school provides a safe physical environment for its pupils and staff, ensuring that campuses and premises are of a good standard. Health & Safety arrangements are in place to ensure adherence to legislation and guidance.

Applicants will be subject to recruitment and selection procedures designed to emphasise the School's commitment to the safeguarding of its learners and staff. The procedures include questioning at interview stage, verification of appropriate qualification, acquiring references, appropriate Disclosure and Barring Service Checks (DBS), checking barred lists and registration with ISA. The school has a Senior Designated Person for Child Protection and Safeguarding. The school has policies and procedures in place to deal effectively with child protection and safeguarding issues together with recording and monitoring processes. It is a condition of employment that all staff are trained to a level appropriate to their Safeguarding responsibilities. Staff are expected to attend internal and external training and awareness sessions covering safeguarding issues. The school's commitment to safeguarding is paramount to the success of the pupils. The Proprietor and the Senior leadership team will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety and awareness of its pupils and staff.

#### Overview

To ensure that students are safe, happy and fulfilling their potential; to inspire students with an interest in their particular subjects and in knowledge and learning generally; to help students to attain the best results they are capable of in their examinations; to help students to develop as well-rounded people into their potential futures.

Tutors should help to provide a safe, calm and well-ordered environment for all pupils and other staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in wider society. This includes a teacher's duty of care generally, and to children in need and at risk of harm, especially. Also, teachers are subject to:

- A duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".
- A duty under section 3 of the 2003 FGM Act; namely, a mandatory duty to report all 'known' cases of FGM identified in the course of his/her work to the police.

In all, tutors have a duty to safeguard student welfare and must therefore familiarise themselves and comply at all times with Newbury Hall's policies. Concerns regarding the welfare of any student should be reported to the DSL.

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### Indication vs. Prescription

Whilst every effort is made to explain the key responsibilities of the post, each individual task undertaken may not be identified; a job description is indicative rather than prescriptive and should never be seen as a checklist for doing the minimum necessary to the role. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar or complementary nature that is not specified in this job description.

Staff are expected to work towards and contribute to the greater good of the school, its students and staff, and in doing so to help create an environment in which we may all flourish.

### Key Responsibilities

Staff are expected to exemplify professional behaviour at all times in terms of punctuality, politeness, smartness, etc; to contribute positively to effective working relations within the school; to participate fully in school life and encourage students to do likewise; to support the school's distinctive aims and ethos; to comply with school policies.

Generally:

- Taking part in the school's CPD programme: staff induction, training and appraisals, etc;
- Keeping fully abreast of training (EduCare, Training Calendar, etc) as discussed at [New Staff Inductions](#);
- Undertaking other reasonable demands to attend training sessions and staff meetings, read updates, etc;
- Organising and participating in extracurricular activities;
- Liaising with other professionals such as careers advisers, educational psychologists, etc as required;
- Managing pupil behaviour and applying appropriate and effective measures in cases of misbehaviour;
- Undertaking pastoral duties, e.g. form tutor, and helping individual pupils through personal difficulties.

Please note:

- *Lesson preparation and attendance at training sessions, meetings, etc are included in paid teaching hours.*
- *Organising enrichment activities related to lessons is expected, but actual attendance on trips, etc is paid extra.*
- *Form tutors' formal hours are paid extra; ad hoc counselling of students is not.*

Pedagogically:

- Preparing and delivering lessons to a range of classes, including for qualifications and external examinations;
- Setting, marking and feeding back on work according to the assessment, marking & feedback policy;
- Maintaining records of students' progress and development, including writing half-termly reports;
- Maintaining up-to-date knowledge of the subject, pedagogy and requirements of examination syllabuses;
- Selecting and using a range of different learning resources and equipment;
- Devising and writing new curriculum materials, which may include preparation of schemes of work;
- Putting up displays in the classroom;
- Reporting unexpected student absences to the office immediately.

### Teaching & Learning (Other Expectations):

- To set very high expectations for quantity and quality of schoolwork, both in class and in homework;
- To differentiate lessons and homework to the needs of individual students;
- To write references for individual students as required;
- To ensure that literacy, numeracy & ICT are embedded in the learning experience of all students;
- To undertake assessment of students as requested by examination bodies and internal school procedures;
- To assist in identifying resource needs and to contribute to the effective use of physical resources;
- To ensure the effective deployment of classroom support;
- To liaise and communicate with parents, guardians and agents as reasonably requested;
- To undertake risk assessments when appropriate;
- Etc.

As programmes change throughout the year, the tutor's job description may vary (see below, for example).

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### During the Summer & Other Short-stay English Programmes:

OISE's academic mission is to be the world's leading organisation for intensive language teaching which is both demanding of the participants and fulfilling in its results.

Reporting to: Academic/Course Leader

Main purpose of the job:

- To deliver lessons in accordance with the OISE house style which stimulate the student, and enhance their confidence in learning the language.
- Has an overriding responsibility for the students' welfare and safety at all times during the course including times outside the normal duty rota.

Responsibilities:

Teaching:

- Teaches up to 27.5 hours per week. See timetables at [newburyhall.me/summer-timetables/](http://newburyhall.me/summer-timetables/).
- Follows the framework syllabus, tailoring it to the individual abilities, goals and interests of students in attendance.
- Inducts students appropriately including conducting placement tests and welfare sessions as advised by the Academic/Course Leader.
- Uses recommended resource materials (and/or develops materials in consultation with the Academic/Course Leader giving feedback where required) and respects all copyright requirements.
- Sets regular homework (approximately 1 hour in total per day) and ensures that feedback is provided to students.
- Monitors the performance of students at all times with the aid of formative and summative assessments whilst also advising the student on strategies for progression.
- Completes academic records as required by the Academic/Course Leader (in particular Class Registers, Class Report Sheets including test results, and student Certificates of Attendance).
- Cooperates with the Course Leader and on occasions with third party agents, colleagues from language agencies, and British Council Inspectors in the observation and evaluation of lessons.

Leisure & Welfare:

- Teacher involvement on the PLACES programme - namely Wednesday and Friday afternoons, all evenings and weekends - is optional, though the Course Leader may rely on a certain level of participation from teaching staff, especially in cases of emergency cover.
- Supervises lunch and break times whenever teaching both morning and afternoon lessons.
- Deals with students in a helpful, courteous and professional manner whilst encouraging full and enthusiastic involvement by students in any scheduled activities.

Other:

- Attends pre-course safeguarding briefings, academic inductions, etc and training and helps to set up the centre.
- Attends staff meetings: daily for briefing and discussion of academic and welfare matters as required (normally 8:45-9:00 if so) and one in-house training session per week (normally 30 minutes one lunchtime).
- Familiarises themselves with the Staff Zone content on the recruitment website before the course begins.
- Supervises students' attendance and behaviour, dealing with emergencies and issues as and when they arise.
- Is responsible for the safety, welfare and safeguarding of OISE students and is aware of and adheres to all relevant Newbury Hall policies and procedures.

QUALIFICATIONS & EXPERIENCE	REQUIREMENTS OF THE JOB	PAYMENT
<ul style="list-style-type: none"> <li>- TEFLI or TEFLQ</li> <li>- Experience of working with teens</li> <li>- Enhanced DBS checked</li> <li>- Level One Safeguarding training</li> <li>- Prevent Duty training</li> <li>- Other EduCare modules (see inductions)</li> </ul>	<ul style="list-style-type: none"> <li>- Attendance at pre-course induction.</li> <li>- Attendance during the course as per <a href="http://newburyhall.me/summer-timetables/">newburyhall.me/summer-timetables/</a>.</li> </ul>	<ul style="list-style-type: none"> <li>- £16 per 60 minutes teaching.</li> <li>- Non-teaching rates as per residence.</li> </ul>

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