**Job Description: Inclusion Intervention Tutor**

**Reports to:** SENDCo

**Start date**: September 2020

**Salary**: Competitive

**The Role**

As an Inclusion intervention tutor, you will work closely with the SENDCo to provide outstanding provision for targeted pupils. You will support pupils with a range of Special Educational Needs and Disabilities (SEND) along with pupils with English as an Additional Language. Most support will be provided in mainstream classrooms or small group environment. You will be a champion for the pupils you work with and help enable every Ark Blake pupil to achieve his and her full potential.

**Key Responsibilities**

* To support the SENDCo in creating a dynamic, welcoming and effective Access and Inclusion department for all
* To have a thorough understanding of all Special Educational Needs and how to best meet the learning needs of all targeted pupils
* Liaising with curriculum teachers to ensure effective information sharing
* Maintaining contact with parents and carers to foster a positive relationship with the academy;
* Reporting to SENDCo on students’ progress
* Running extra-curricular clubs and classes which contribute to students’ aspiration and achievement;
* Working cooperatively with Access and Inclusion colleagues to ensure the success of all students identified as needing intervention.

**Supporting/Tutoring Responsibilities**

* To track the progress of targeted pupils including attainment, behavior and attendance
* Carry out 1:1 or small group activities such as social skills groups
* Support the SENDCo with identification of learning needs. For candidates wanting experience relevant to roles such as Educational Psychology, this could include an introduction to screening tools;
* Nurture every pupil’s intellectual curiosity, asking pertinent questions to deepen pupils’ understanding
* Systematically check pupils’ understanding and act to correct any misconceptions

**Culture and ethos**

* To be an integral part of the Access and Inclusion Department and embrace the opportunity to develop a world class provision
* Adhere to the inclusion team’s behaviour management policy, ensuring school systems are followed consistently and in a kind and respectful manner
* Develop strong partnerships and ensure regular communication with parents
* Complete duties around the school, modelling best practice for all staff

**Other**

* Carry out other reasonable tasks as directed by the SENDCo

**Person Specification: Inclusion Intervention Tutor**

**Knowledge, Experience and Skills**

* Excellent communication, planning and organisational skills
* Excellent interpersonal skills and confidence to speak with all members of the school community
* Experience of working with SEND pupils preferable

**Personal Characteristics**

* Genuine passion and a belief in the potential of every pupil
* Flexibility, proactivity and a willingness to change approaches when necessary
* Deep commitment to Ark’s mission of providing an excellent education to every pupil, regardless of background
* Effective team member
* High level of self-awareness and self-management in stressful situations
* Resilient, motivated and committed to achieving excellence
* Reflective and proactive in seeking feedback to constantly improve practice
* Commitment to regular and on-going professional development and training

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure & Barring Service check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.