

Job Description:**Graduate Intervention Tutor****Reporting to:****SENDCo****Location:****Croydon****Contract:****Permanent****Working Pattern:****36 hours per week, 39 weeks per year (0.856 fte)****Salary:****£20,394 - £21,514 (pro rata based on Ark Support Outer London Scale 8 - 11)****The Role**

As Graduate Intervention Tutor at Ark Blake Academy, you will support pupils, parents, and teachers, to establish a supportive learning environment in which all children make good academic progress. You will be instrumental in our mission to provide every pupil, regardless of their background, a great education and real choices in life.

Key Responsibilities**Learning support**

- Support pupil learning through the delivery of specific learning programmes, setting high expectations whilst encouraging their independence and building their confidence
- Promote inclusion, encouraging pupils to interact and work collaboratively
- Work with the SENDCo and other teachers to assess the needs of individual children, contribute to and implement Individual Education Plans
- Adapt and develop resources for EAL and SEND pupils, ensuring their safety and enabling them to access the curriculum
- Assist with follow-through for related services including speech/language or physical therapy
- Work closely with teachers to assist in the development and delivery of lessons; plan and facilitate one to one teaching and intervention
- Observe, record and feedback information of pupil performance to the teacher
- Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives
- Supervise pupils in the playground, dining hall or around the school
- Provide pastoral interventions to promote good pupil behaviour and wellbeing
- Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher
- Participate in the school enrichment programme
- Be an academy first aider

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with data protection rules and procedures
- Support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Graduate Intervention Tutor

Qualifications

- Qualified to degree level
- Certified teaching assistant course or training (desirable)
- First Aid qualification or training or commitment to work towards (desirable)

Knowledge, Skills and Experience

- Experience establishing successful learning relationships with young people, treating them consistently with respect and consideration
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi-task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, positive, patient, and caring nature
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS 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](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Par 7 of the immigration Act (2016) and therefore the ability to speak Fluent English is an essential requirement for the role.