

<b>Reports to:</b>	Curriculum manager
<b>Hours:</b>	8.30am – 4.30 pm (52 weeks per year)
<b>Type:</b>	Permanent
<b>Salary:</b>	£21k - £31k per annum DoE

**The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

Landmarks is an independent specialist day college for young people with learning disabilities and difficulties. The college offers a wide range of programmes that are tailored to each individual's needs.

Landmarks operates from several sites across; Nottinghamshire, Derbyshire and South Yorkshire, with our main site located in Eckington, S21 4EF.

Landmarks has several satellite provisions in Rotherham, Nottingham and a “real-life” hospitality and catering facilitate in Rainworth, Mansfield. Alongside this Landmarks also has a working farm in Apperknowle where learners get the chance to develop a range of skills throughout the curriculum. These environments enable us to provide a number of personal and vocational training opportunities including:

- Agriculture
- Animal Studies
- Arboriculture
- Art
- Business Administration
- Conservation
- Digital Technology
- Duke of Edinburgh
- English
- Equine Studies
- Horticulture
- Hospitality & Catering
- Independent Travel Training
- Independent Living Skills
- Labouring (CSCS)
- Mathematics
- Retail
- Supported Internships
- Wildlife Management
- Work Experience

Our staff are required to work on a range of different locations including; college sites, employer’s premises or communities local to your learners’ home - therefore willingness to travel is essential. There may be a requirement to transport learners in your own car, insurance implications are reimbursed, and mileage and expenses are provided for travel during the working day.

**Job Purpose:**

Our personal tutor is employed to exhibit exemplary teaching skills, have the ability to deliver a range of qualifications and ensure that all learners are progressing across all curriculums. These skills will be transferable to a variety of real-life situations and contexts in preparation for adulthood. The right candidate must have the following:

- Possess good organisational skills;
- Be good communicators;
- Be flexible and adaptable;
- Need to be creative and innovative with good specialist and subject knowledge;
- Be capable of managing a challenging workload, with good time management skills and an ability to deliver to deadlines.

### **Main Responsibilities:**

Your responsibilities will include, but are not restricted to:

- Modelling outstanding planning, assessment and teaching in order to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all learners.
- Demonstrate high quality teaching for learners with complex and profound needs.
- Manage all aspects of the learner experience; RARPAD, accredited & non-accredited learning outcomes;
- Manage the learner journey process; Initial Assessment, Induction, Baseline Assessment and summaries, set appropriate long- and medium-term goals, monitor progress and achievement of targets linked to goals, produce termly review of progress reports to show progression and outcomes.
- Responsible for maintaining and updating personal learner files and our systems.
- Liaise with parents/carers on learner issues and build effective relationships and to professional manage and resolve learner issues and concerns.
- Attend moderation meetings for all qualifications to ensure the sharing of good practice.
- Utilise to good effect the specialist support of SaLT and OT services and our health and well-being services.

## Job Description – Personal Tutor

- Provide detailed and accurate information about learner's progress and performance.
- Responsible for classroom management and direction of learning support staff.
- Deliver personal care and support which meet or exceed learners' requirement, promoting independence throughout.
- Participate in the observation process for the college that is linked to quality improvement.
- Promotion of English, mathematics and Digital Technology throughout all sessions.
- Undertake training as and when necessary for your job role
- Participate in the staff appraisal and supervision process.
- Attend internal meetings, briefings and other forums as required.
- Support the curriculum managers in the development and implementation of a holistic curriculum that meets the needs and aspirations of all learners.
- To liaise effectively with colleagues to ensure consistency of approach in teaching and learning across the whole college.
- To promote the vision, culture and ethos of the college.

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

## Person Specification

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table below:

	Essential	Desirable
Qualifications	<p>A degree in an appropriate discipline/QTS/QTLS</p> <p>Minimum of L2 Maths and English</p>	<p>A fully qualified and outstanding practitioner</p> <p>A competent 'signer' to support learners with communication difficulties</p> <p>To have additional qualifications pertinent to the field of SEND</p>
Experience	<p>Experience as a teacher of learners with autism, SLD and PMLD within a special education setting</p> <p>Significant experience teaching a vocational curriculum in a similar organisation (Pre-Entry – Level 2)</p> <p>Significant experience of teaching functional skills (Pre-Entry – Level 2)</p>	<p>Experience of working in a college setting</p>
Skills	<p>Effectively show their ethos for education</p> <p>Able to work independently and in a team and to motivate others</p> <p>Motivate, inspire and effectively support learners</p> <p>Driven to achieve results and succeed</p> <p>Excellent organisational skills and the ability to solve problems and use initiative</p> <p>Contribute to the overall development of teaching and learning throughout the whole college</p>	

<p>Knowledge</p>	<p>secure and consistent subject knowledge in a functional skills/work-related education environment</p> <p>In-depth understanding of Ofsted's Education Inspection Framework (EIF)</p> <p>Evidence of high-quality practice relating to students with complex needs</p> <p>Understanding of the ways in which students with learning difficulties learn and having practical knowledge of appropriate strategies to support their learning</p>	<p>knowledge of how accreditation and RARPA can be used to evidence learner progress</p> <p>Knowledge of transition planning and outcomes for LLDD</p> <p>Knowledge of assessment processes in an LLDD environment</p>
<p>Personal Attributes</p>	<p>Flexibility is essential to enable Landmarks to meet the needs of our learners</p> <p>To be an inspiring Tutor</p> <p>Enthusiastic with ability to motivate learners</p> <p>Willingness and ability to challenge</p> <p>The ability to maintain confidentiality regarding sensitive issues</p> <p>strong interpersonal skills and the confidence to represent the college positively in a public forum</p>	

**In return we will offer:**

- Westfield Health Scheme following a successful probation.
- Life cover following a successful probation.
- Standard life pension.
- 30 days holiday (pro rata – 52-week employees).

Landmarks is committed to safeguarding and promoting the welfare of our learners. All offers of employment will be subject to enhanced DBS checks, which it deems satisfactory (you will be liable for the cost of a DBS if you leave within your probationary period).

To find out what makes Landmarks a remarkable place to work, visit our website [www.landmarks.ac.uk](http://www.landmarks.ac.uk), and follow Landmarks Specialist College on Facebook for more information.

Job Description – Personal Tutor



If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks, please contact a member of HR – 01246 433788.

