

Post: PMLD Tutor

Ref No: PMLD080419

Hours/Days: Mon-Fri 8:30-16:30

Contract: Permanent Contract options of working 52 weeks or 43 or Term Time only available

Salary: £24,729.00 - £28,512.00 pro rata

Activate are seeking to appoint a PMLD Tutor with vast experience of working with students with complex learning difficulties and disabilities including a high ratio of sensory and ASC learners, to lead further education (FE) Study programmes for 19-25 year olds. You will be responsible for teaching a curriculum to meet individual needs at pre entry – entry level 1. You must have experience of teaching students who have a sensory impairment or communication difficulties and/or complex learning difficulties with an emphasis on ASC.

We are looking for a driven and motivated individual with innovative ideas, and a passion for teaching, who would like to be part of a growing organisation.

The successful candidate will have attained a Teaching Degree or PGCE/ Cert Ed. You should be dynamic and flexible, with high standards of literacy and numeracy. You will be committed to working with young people who have learning difficulties and/or physical disabilities teaching a range of FE subjects at pre entry and entry level 1. The role requires you to be a confident teacher with a minimum of 2 years teaching and learning experience in the field of complex needs.

The post is 37.5 hours per week, working the following days: Monday – Friday with 1 day PPA. All teaching and support staff are required to attend the twilight development sessions every other week (term time only) from 4:30pm -6:30pm.

Activate is a registered Charity which was founded in 2005. We specialise in working with individuals who have a disability. We are a high quality specialist provider of further education programmes in Knowsley and Wirral.

Our further education programs for 19-25 year olds with learning difficulties and or disabilities are entirely person centred. We offer a personalised curriculum for each student on programme. Our aim as an organisation is to provide ground breaking education programmes which help young people with disabilities to develop skills in order to build confidence, develop employment skills and encourage independence within the local community.

Due to the nature of work the above post is exempt from the provisions of the Rehabilitation of Offenders Act and appointment will only be confirmed if a satisfactory Enhanced Disclosure is obtained from the Disclosure & Barring Service (DBS)

We are committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.

Activate are an equal opportunities employer and welcome applications from all members of the community on an equal basis, regardless of age, gender, ethnic background, religion or sexual orientation.

Application Form, Diversity Monitoring Form and Privacy Policy can be downloaded from our website www.activateces.org.uk. Completed application to be submitted to jobs@activateces.org.uk before closing date of **08/04/2019**

JOB DESCRIPTION

JOB TITLE:	PMLD Tutor (LDD)
JOB LOCATION:	Knowsley
SALARY	£24,729.00 - £28,512.00 pro rata

All employees must to be flexible in their approach and will be expected to work at other community-based sites.

Reporting to: Assistant Principal

Main purpose of this job

To develop, maintain and teach an innovative, inclusive and engaging curriculum across relevant subject areas as directed by the line manager. To support initial and on-going assessment and diagnostics, learner achievement, attendance and retention, target setting and other quality measures as required by awarding bodies, funders and inspection bodies.

Summary of duties and responsibilities:

You will be responsible for teaching a range of students and will also have responsibility for the education and welfare of a designated tutor group of individuals.

Teaching

- To work with the Multidisciplinary Team and students in your tutor group to create Individual Learning Plans.
- To plan and prepare schemes of work and individual lessons and complete planning documentation to the time schedule agreed by the college
- To audit teaching programmes to ensure students programmes reflect their ILPs
- To teach the students in your group according to their individual needs
- To promote the psychological, physical and personal development of students in your tutor group
- To involve non-teaching support staff in the planning, preparation and delivery of lessons
- To participate in arrangements for recording achievement and, where appropriate, to prepare students for external accreditation where relevant
- To work with other teaching staff to train and support them on the embedding of functional skills within their subject area.

Assessment, Recording and Reporting

- To assess, record and report on student's development, progress and attainment in line with accredited course and/or the RARPA framework
- To involve non-teaching support staff in the assessment, recording and reporting of student's progress.
- To attend Progress Reviews and Interim Reviews of students in your tutor group and provide a progress report to the agreed time scale.
- To communicate and consult with other professionals, including external agencies in carrying out assessments.

- To communicate and consult with students, parents, placing authorities and others with a legitimate interest in the students in your class.

Professional Development

- To participate in 30 hours CPD per year specific to the needs of students at the college and to meet the colleges development needs.
- To disseminate training information to colleagues.
- To participate in further training to meet your own professional development needs.
- To keep an individual Professional Development Portfolio up to date.

Curriculum Development

- To advise and co-operate with the Senior Managers, other teachers and support staff on the preparation of teaching materials, schemes of work, methods of teaching and assessment and pastoral care.
- To work with senior management to monitor and develop the teaching and learning of your curricular area through the Self-Assessment Process.

Discipline, Health and Safety

- To be familiar with and work to the organisation's Behaviour Policy and Procedures.
- To attend training on Behaviour Management and any other training required to ensure good discipline and to safeguard the safety and well-being of yourself, other staff and students who may have challenging behaviour.
- To work collaboratively with parents/carers to ensure a consistent approach to the delivery of programmes including; behaviour management, communication, shared targets etc.
- Ensure risk assessments are completed for activities.

Staff Meetings

- To participate in meetings relating to the curriculum
- To participate in meetings relating to the organisation of the College and its pastoral arrangements.

Cover

- To supervise, and so far as it is practicable, teach any students whose teacher is not available on the request of the line manager (you will not be required to cover after the Teacher has been absent for three or more consecutive working days, unless it proves impossible to get a supply teacher).

Other duties

- To take individual and corporate responsibility for ensuring the health and safety of all students and colleagues at all times and to report any health and safety concerns to the line manager or to the Health and Safety representative in your department.
- This job description is an outline of the main duties of the post. The post holder will be required to undertake other activities related to achieving the organisations objectives, as determined by the Manager. This job description may be reviewed when necessary in line with the development of the organisation.
- Personal care, feeding and medication duties.

All staff must be flexible to attend open days/open evenings and some occasional weekends at various times throughout the year in addition to their 'normal' working hours.

Person Specification

	Essential	Desirable
Qualifications		
PGCE/Cert ED	X	
Speciality qualifications in special educational needs		X
Speciality qualifications in psychology/ learning theory		X
Evidence of further study	X	
Knowledge		
Knowledge of working in a SEN environment	X	
Knowledge of risk assessing and incident reporting		X
RARPA Framework	X	
Skill		
ICT/Database skills	X	
Motivated and inspired by young people	X	
Excellent administration and organisational skills	X	
Excellent time management	X	
Experience		
Working with young people with LDD	X	
Working with young people with challenging behaviour	X	
Teaching Experience with students who have sensory impairment and/or communication difficulties	X	
Teaching experience with students who have severe and/or complex learning difficulties	X	
Experience of planning person centred activities and sessions		X
Experience of differentiating the curriculum		X
Working with learning support assistants	X	
Experience of teaching learners with a range of needs and to suit different learning styles	X	
Use of technology to enhance learning for students		X
Committed to achieving high standards	X	
2 years teaching and learning experience in the field of complex needs.	X	

