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**ADVERT**

**Position: Tutor & Co-ordinator**

**Salary: Unqualified Teachers Pay Scale, SP 1-2, Salary Range: £18,169 to £20,282 pa & SEN Allowance £2,270pa**

**School: Ramsden Hall Academy**

**Required: Immediate Start**

This post is working term time and inset days. A great working from home opportunity.

We are looking for a dedicated, passionate and committed Tutor and Co-ordinator to provide 1:1 and small group sessions to pupils. Tuition is delivered by a combination of online sessions and in the community. During the Coronavirus (Covid-19) Pandemic all tuition is online via Google Classroom and can be delivered **whilst working from home.**

**Main purpose of the job:**

**Tutor**

* To provide 1:1 and group (maximum 4) learning to pupils.
* Plan tuition, tasks and learning for specified pupils.
* To liaise with parents and carers and external agencies.
* To record delivery of interventions and provision provided to pupils
* To undertake any other duties relevant to the post and under the direction of the Headteacher.

**Co-ordinator**

Subject to pupil provision: co-ordination and oversight of the pathways tutors at RHA:

* To co-ordinate and prioritise the work of the Pathways tutors, making decisions about case load, including arranging timetables and notifying teachers of work required
* To work in partnership with the SLT to effectively manage and co-ordinate a high quality service
* To liaise with stakeholders, acting as the main point of contact for caseworkers, parents and carers and external agencies
* To record delivery of interventions and liaise with the SLT to monitor the quality of provision
* To undertake any other duties relevant to the post and under the direction of the Headteacher.

If you are interested in the position and wish to discuss the post prior to application, please email Jane Quilter, Academy HR Lead at jquilter@ramsdenhall.org.uk to arrange a telephone conversation. We are very proud of our academy and what we can offer new members of our team. The Academy HR Lead will be pleased to discuss the post and provide further information about the academy. To apply please complete the application forms, which can be found on our website, or please follow this link: <https://ramsdenhall.org.uk/careers/vacancies> These must be fully completed and submitted to jquilter@ramsdenhall.org.uk by the closing date stated (unaccompanied CVs or third party application forms will not be accepted).

Ramsden Hall Academy (RHA) is part of the Parallel Learning Trust (PLT), a Multi Academy Trust based in Keston, Orpington and is committed to safeguarding and promoting the welfare of all pupils attending the Academy. As the duties of this post involves regular contact with children, any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service, medical clearance and satisfactory references.

PLT is a Multi Academy Trust and Approved DfE Academy Sponsor; a forward thinking and innovative primary, special and alternative provision provider. PLT is committed to Safer Recruitment and aims for quality services and equal opportunities.

**CLOSING DATE: Sunday 21st February 2021, midnight and interviews are likely to take place the following week.**