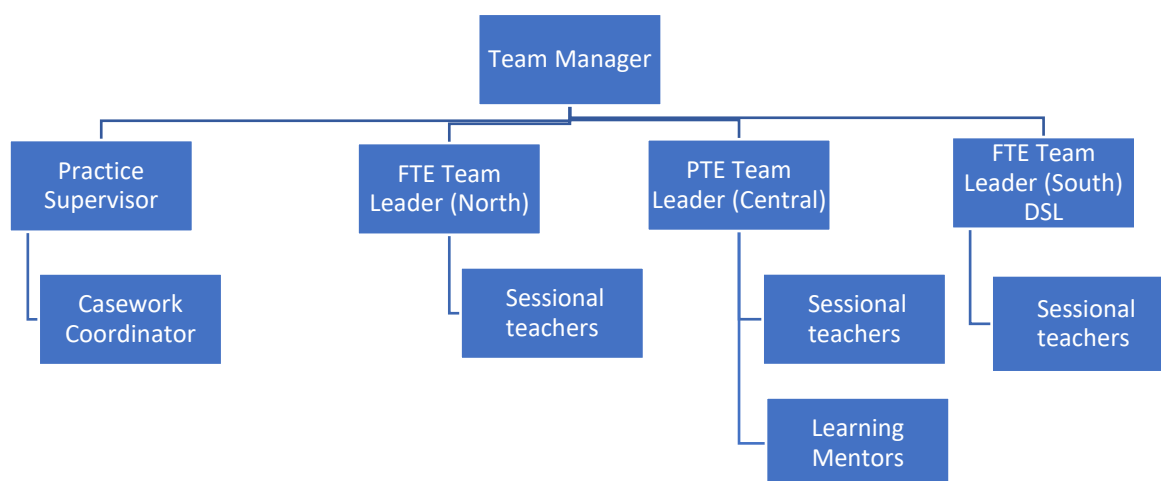


JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services	Job Ref Number: 10223
Service Area: SEND: Interim County Home Tuition	Grade: Teachers' T & C: Main Scale or Upper Pay Scale according to experience.
Job Title: County Interim Home Tuition Teacher	

PURPOSE OF JOB: To provide high quality teaching and learning experiences through the SEND County Interim Home Tuition Service, for children and young people who are temporarily without a school placement.

TEAM STRUCTURE:



MAIN DUTIES:

1	To promote the work and objectives of Lincolnshire County Council through the County Interim Home Tuition Service;
2	To deliver Interim Home Tuition through high quality teaching and learning experiences to children and young people open to the service.
4	To be familiar with and use a wide range of resources, initiatives and strategies to plan programmes to meet the needs of learners who have individual learning differences/difficulties.
5	To research and recommend textbooks, software, equipment, or other learning materials to complement tutoring.
6	To organise the tutoring environment to promote productivity and learning.
7	To provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence.
8	To take into account children and young people's interests and aspirations and include them in interim home tuition planning..
9	To work using a partnership approach with the child or young person, their family and associated professionals from education, health and social care to ensure the accurate, co-ordinated and timely identification, assessment and review of the child/ young person's education and learning needs.

10	To apply and deliver the national curriculum appropriately for the needs of the child/young person, ensuring that the Teachers' Standards are met. This will be monitored and assessed through the annual appraisal process for unattached teachers and through demonstration of the Council's Core Abilities (at the relevant level).
11	To monitor children and young people's progress in partnership with professional agencies; ensuring outcomes, including those that relate to Preparation for Adulthood (PfA), are met.
12	To be responsible for maintaining records to a high professional standard and to use the agreed software record keeping system efficiently and effectively.
13	To attend all Service staff / training meetings / events as appropriate.
14	To participate in appropriate training activities.
15	To ensure Council resources are optimised and utilised effectively and efficiently.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Qualified Teacher Status (QTS)	A	✓	
Experience of planning for and teaching children and young people with complex learning needs/ requirements.	A/I	✓	
Excellent interpersonal skills and the ability to create and maintain partner relationships with children, families and professionals	A/I	✓	
High level of organisational skills	A/I	✓	
Be conversant with the SEND Code of Practice, 2015.	A/I	✓	
Ability to use software including Microsoft Word and Outlook	A	✓	
A full driving licence . Car insurance should include use for business purposes	A	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.