

Job description



Job title: Senior Tutor and Complex Needs Lead

Responsible to: Aspirations Manager

Based: Harvey's Barn and Granary Barn, Park End, Swaffham Bulbeck, Cambridge

Job Purpose

The main purpose of this post is to support the Aspirations Manager, take ownership of the complex needs group, share complex needs knowledge amongst staff, and provide a programme of personalised structured teaching sessions to support a group of learners on the autistic spectrum to enable them to develop against personalised outcomes.

The aim of the Aspirations service is to

- provide functional educational activities for 16-25 year olds with autism
- improve employability prospects for adults with autism
- maintain and enhance independence and life skills

Tasks and responsibilities:

1. Tutor Aspirations learners, lead the complex needs group and be the complex needs expert in a manner that demonstrates the ethos of Red2Green, and ensures Aspirations is a personalised service

- Plans and delivers engaging and appropriately differentiated group sessions, which support learners with their relevant objectives, including getting equipment and materials ready – delegating tasks to support staff as required
- Plans own time effectively and efficiently so that team leader work can be completed during the 3 hours of non-contact time per day and during the day when learners are engaged in independent activities
- Mentors staff within the complex needs team, giving advice and ensuring that they are equipped to execute their role in line with Red2Green's policies and procedures
- Keeps the Aspirations manager fully alerted of relevant issues and information about the learners and that occur when attending Red2Green
- Provides the Aspirations Manager with appropriate professional reports on the progress of learners, when requested
- Organises, attends and takes a lead at EHCP reviews as directed by the Aspirations Manager for the complex needs group
- Liaises with the Aspirations manager to write annual offers for EHCP learners
- Progresses referrals for the complex needs group as directed by the Aspirations manager
- Plans, monitors, implements, and reviews Individual Learning Plans, which where appropriate reflects EHCP and care plans in a timely manner, taking into account the learner's individual aspirations and ambitions
- Plans and collates the required paperwork so that learners are able to achieve AQA Unit Award Certificates
- Identifies unmet needs of learners and discusses with Aspirations Manager to find and action a suitable solution, including referrals to our in-house mental health support worker

- Supports learners needs and behaviours by creating and utilising positive behaviour support plans, risk assessments and staff's knowledge of individuals within the group
- Instructs and supports staff, to a high standard, in delivering group sessions as per plans
- Supports clients with aspects of their personal care, if required, in a dignified and respectful manner
- Follows the Code of Conduct, Safeguarding and any other policies and procedures relevant to their role

2. Be a proactive team member and leader to ensure the smooth running and operations of the Aspirations Service, and Red2Green

- Spreads good practice to upskill all relevant staff by using own training and knowledge, and is the resident complex needs expert
- Jointly oversees Aspirations support workers with Options manager, whilst Aspirations manager absent
- Works as Deputy Designated Safeguard Lead (DDSL) for the complex needs group and stand in DDSL for Aspirations service when the Aspirations manager is absent reporting to the Options manager or CEO
- Provides line management for the Complex Needs team; including supervisions, objective setting, performance management and the appraisal process ensuring all Red2Green procedures for this are followed. Including keeping good records, ensuring staff receive copies and BreatheHR is kept up-to-date
- Leads the team of Support Workers and teaching assistants, who are working within their group, and directs them to give support to learners where needed
- Operates as an active and constructive team member, communicating both internally and externally to a high standard
- Keeps CharityLog up to date with all phone-calls, e-mails and messages pertinent to a client's attendance at Red2Green. Logs any Safeguarding and Cause for Concern records, before the end of the working day
- Participates in staff training activities, and completing all training and development both mandatory and supplementary as determined by the management team
- Identifies training needs for support staff within the group and the service and advises the Aspirations manager on the training to be provided
- Ensures that medication is administered according to protocol, MAR sheets are filled in, and medication is stored correctly during the working day
- Attends and contributes to staff meetings
- Completes any other tasks as delegated by the Aspirations Manager

3. Be an ambassador for the Aspirations Service by nurturing relationships with all external contacts, by communicating in a high quality and efficient manner.

- Builds professional relationships with other agencies, provisions and professionals
- Builds good relationships with learners' families/carers to make sure that they are involved (as appropriate) in developing learners' skills and abilities
- Always acts professionally, and behaves in a way that reflects Red2Green's values and culture
- Communicates in a professional, clear, and positive way in all external relationships
- Attends moving on events with the Aspirations and Options Managers when requested to promote services and build relationships

To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

Note: This job description is not exhaustive and may be added to or changed to from time to time following discussions and consultation with the post holder and line manager.

Signed: (employee)		Date:		
Signed: (manager)		Date:		

Person specification

Job title: Senior Tutor – Complex Needs Lead

Team: Aspirations

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Understanding methods to enable individual progress for autistic individuals with complex needs • Understanding of Education Health Care Plans • Understanding of safeguarding duty • An understanding of the needs of autistic individuals • An understanding of different disabilities and the special needs they bring • Understanding of and commitment to Equality, Inclusion & Diversity • Qualification for teaching (adults or QTS) 	<ul style="list-style-type: none"> • Knowledge of social care policies and the Care Act 2014 • Knowledge and understanding of the Mental Capacity Act 2005 •
Experience	<ul style="list-style-type: none"> • Experience working as teacher of autistic individuals • Experience of working with people with learning disabilities • Experience of leading support staff • Experience of internally reporting safeguarding concerns • Experience progressing learners with individual outcomes • Planning and teaching individualised activities to meet outcomes 	<ul style="list-style-type: none"> • Experience as a DSL or deputy • Experience providing personal care • Experience of carrying out supervisions and appraisals
Skills	<ul style="list-style-type: none"> • Ability to mentor others • Able to plan ahead, delegate, prioritise, and work to deadlines • Excellent interpersonal skills • Excellent oral and written communication skills • Able to encourage and support other people • Good record keeping 	

	<ul style="list-style-type: none"> • Ability to work in a team • Ability to inspire • Able to use own initiative • Excellent IT skills 	
Other	<ul style="list-style-type: none"> • A flexible approach • DBS disclosure 	<ul style="list-style-type: none"> • Car owner with a clean driving licence

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