



# **Tutor & Mentor Job Descriptions**

August 2021

*To be reviewed: August 2022*

## Tutor - Home

Expressions of Interest are welcome from candidates who have relevant experience working as a Qualified Teacher

### **Selection Process**

Tutors are subject to all necessary checks before they can be registered as a Tutor with Savvy Education. Tutors are required to fill out the **Savvy Education Expression of Interest**. CVs and other applications will not be accepted. On short-listing, potential Tutors will be invited to an interview where documentation such as evidence of QTS, identification and right to work in the UK will be checked and verified (you will be informed of what to bring to the interview). The originals **MUST** be brought to interview otherwise Savvy Education will not be able to continue with the registration process. References form an integral part of the selection process and Savvy Education reserve the right to follow up with additional references, if needed.

At interview: Candidates will be required to show how they meet the essential and desirable elements of the selection criteria. The interview will also allow potential tutors to discuss particular skills or attributes they have that contribute to this role. Savvy Education will also address and inconsistencies or anomalies within the Expression of Interest Form at the interview.

After interview: If a potential tutor has shown that they have met all essential and desirable criteria and is selected as a Tutor, an enhanced CRB/DBS disclosure will be applied for through Savvy Education. If the tutor has been recently living and working out of the country for a period, the potential tutor will be responsible to getting the equivalent checks from the relevant authorities in that country before registration is complete.

### **Job Description**

- Tutoring young people in the home environment
- Planning and delivering lessons and tracking progress of students
- Marking and assessing work/progress and providing feedback to students/parents/schools via your Savvy tutor online area
- Working within the organisation's Code of Conduct
- Working in collaboration with the organisation's managers and professionals
- Management of teaching resources
- Making a positive contribution to planning, service development and marketing
- Active involvement in quality assurance and audit
- Maintaining professional knowledge base
- Comply with and support Savvy Education's policies and procedures, including Safeguarding Policies
- Use of ICT to record lesson information and student progress

### **Selection Criteria**

Attributes	Essential	Desirable	Evidence
Qualification	<ul style="list-style-type: none"> <li>• QTS or Significant experience of teaching in schools</li> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Further Professional Studies</li> </ul>	<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Qualifications</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of curriculum development and teaching different key stages</li> </ul>	<ul style="list-style-type: none"> <li>• Experience/knowledge of one or more subjects</li> </ul>	<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Reference</li> <li>• Interview</li> </ul>
Knowledge, Skills and Attributes	<ul style="list-style-type: none"> <li>• A thorough understanding of current educational issues</li> <li>• Knowledge and understanding of what makes for high quality teaching</li> <li>• Self-confidence, personal impact and presence</li> <li>• Excellent communication skills, both written and oral</li> <li>• Excellent ICT skills</li> <li>• Excellent communication with students, co-tutors and parents</li> <li>• Working knowledge of current National Curriculum/relevant exam board syllabus</li> <li>• Understanding the value of a holistic approach to learning</li> <li>• Patience</li> <li>• Sense of humour!</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of different pedagogies to maximise learner engagement</li> <li>• Knowledge of SEND/medical needs-related difficulties and strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Reference</li> <li>• Interview</li> </ul>

Professional Development	<ul style="list-style-type: none"> <li>• Relevant knowledge gained through professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local areas (including social/support groups)</li> </ul>	<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Interview</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Enhanced D.B.S. Certificate</li> <li>• U.K. resident with right to live/work in U.K.</li> </ul>		<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Interview</li> </ul>

### **Safeguarding**

Savvy Education is committed to safeguarding and promoting the welfare of children and expects all Tutors and Mentors to share this commitment.

This means that we have the Savvy Education Child Protection and Safeguarding Policy and procedures in place which we refer to in all aspects of our work. All staff/consultants **MUST** ensure that they are aware of these procedures.

The Safeguarding Contact is Michael Leishman.

## **Tutor – School/Online**

Expressions of Interest are welcome from candidates who have relevant experience working as a Qualified Teacher

### ***Selection Process***

Tutors are subject to all necessary checks before they can be registered as a Tutor with Savvy Education. Tutors are required to fill out the Savvy Education Expression of Interest Form. CVs and other applications will not be accepted. On short-listing, potential Tutors will be invited to an interview where documentation such as evidence of QTS, identification and right to work in the UK will be checked and verified (you will be informed of what to bring to the interview). The originals **MUST** be brought to interview otherwise Savvy Education will not be able to continue with the registration process. References form an integral part of the selection process and Savvy Education reserve the right to follow up with additional references, if needed.

At interview, candidates will be required to show how they meet the essential and desirable elements of the selection criteria. The interview will also allow potential tutors to discuss particular skills or attributes they have that contribute to this role. Savvy Education will also address and inconsistencies or anomalies within the Expression of Interest Form at the interview.

After interview: If a potential tutor has shown that they have met all essential and desirable criteria and is selected as a Tutor, an enhanced CRB/DBS disclosure will be applied for through Savvy Education. If the tutor has been recently living and working out of the country for a period, the potential tutor will be responsible to getting the equivalent checks from the relevant authorities in that country before registration is complete.

### ***Job Description***

A School Intervention and/or Online Tutor is responsible for coordinating and leading interventions that promote learning and development from a broad education perspective. Where appropriate this will involve providing teaching in relation to the national curriculum either in school, home or another agreed setting. Safeguarding of young people with whom the service works is critical, and this role will require attention to the safety of vulnerable young people.

### **Main Responsibilities will include:**

- Working within the organisation's Code of Conduct
- Planning and delivering lessons and tracking progress of students, either in person or online
- Marking and assessing work/progress and providing feedback to students/parents/schools via your Savvy tutor online area
- Working in collaboration with the organisation's managers and professionals
- Management of teaching resources and area

- Liaison with other education providers as part of the young person’s reintegration into mainstream education
- Making a positive contribution to care planning, service development and marketing
- Active involvement in quality assurance and audit
- Maintaining professional knowledge base
- Comply with and support Savvy Education’s policies and procedures, including Safeguarding Policies
- Use of ICT to record lesson information and student progress

Expressions of Interest are welcome from candidates who have relevant experience working as a Qualified Teacher especially with experience of adolescents with mental health needs

**Person Specification and Selection Criteria**

Attributes	Essential	Desirable	Evidence
Qualification	<ul style="list-style-type: none"> <li>• QTS or Significant experience of teaching in schools</li> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Further Professional Studies</li> </ul>	<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Qualifications</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of curriculum development and teaching different key stages</li> <li>• Experience of working with vulnerable students</li> </ul>	<ul style="list-style-type: none"> <li>• Experience/knowledge of one or more subjects</li> <li>• Knowledge of SEND/medical needs-related difficulties and strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Reference</li> <li>• Interview</li> </ul>
Knowledge, Skills and Attributes	<ul style="list-style-type: none"> <li>• A thorough understanding of current educational issues</li> <li>• Knowledge and understanding of what makes for high quality teaching</li> <li>• Self-confidence, personal impact and presence</li> <li>• Excellent communication</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of different pedagogies to maximise learner engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Reference</li> <li>• Interview</li> </ul>

	<ul style="list-style-type: none"> <li>skills, both written and oral</li> <li>• Excellent ICT skills</li> <li>• Working knowledge of current National Curriculum/relevant exam board syllabus</li> <li>• Understanding the value of a holistic approach to learning</li> <li>• Patience</li> <li>• Sense of humour!</li> </ul>		
Professional Development	<ul style="list-style-type: none"> <li>• Relevant knowledge gained through professional development</li> </ul>		<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Reference</li> <li>• Interview</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Enhanced D.B.S. Certificate</li> <li>• U.K. resident with right to live/work in U.K.</li> </ul>		<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Interview</li> </ul>

### **Safeguarding**

Savvy Education is committed to safeguarding and promoting the welfare of children and expects all Tutors and Mentors to share this commitment.

This means that we have the Savvy Education Child Protection and Safeguarding Policy and procedures in place which we refer to in all aspects of our work. All staff/consultants MUST ensure that they are aware of these procedures.

The Safeguarding Contact is Michael Leishman.

## Learning Mentor

### **Selection Process**

Learning Mentors are subject to all necessary checks before they can be registered as a Learning Mentor with Savvy Education. Learning Mentors are required to fill out the Savvy Education Expression of Interest Form. CVs and other applications will not be accepted. On short-listing, potential Learning Mentors will be invited to an interview where documentation such as evidence of QTS, identification and right to work in the UK will be checked and verified (you will be informed of what to bring to the interview). The originals **MUST** be brought to interview otherwise Savvy Education will not be able to continue with the registration process. References form an integral part of the selection process and Savvy Education reserve the right to follow up with additional references, if needed.

At interview, candidates will be required to show how they meet the essential and desirable elements of the selection criteria. The interview will also allow potential Learning Mentors to discuss particular skills or attributes they have that contribute to this role. Savvy Education will also address and inconsistencies or anomalies within the Expression of Interest Form at the interview.

After interview: If a potential Learning Mentor has shown that they have met all essential and desirable criteria and is selected as a Learning Mentor, an enhanced CRB/DBS disclosure will be applied for through Savvy Education. If the Learning Mentor has been recently living and working out of the country for a period, the potential Learning Mentor will be responsible to getting the equivalent checks from the relevant authorities in that country before registration is complete.

### **Job Description**

A Learning Mentor is responsible for coordinating and leading interventions that support learning and development from a broad education perspective. Where appropriate this will involve providing supporting learning in relation to the national curriculum either in school, home or another agreed setting as well as supporting a young person's emotional development. Safeguarding of young people with whom the service works is critical, and this role will require attention to the safety of vulnerable young people.

### **Main Responsibilities will include:**

- Working within the organisation's Code of Conduct
- Working in collaboration with the organisation's managers and professionals
- Management of resources and area
- Liaison with other education providers as part of the young person's reintegration into mainstream education
- Making a positive contribution to care planning, service development and marketing
- Active involvement in quality assurance and audit
- Implementing strategies and supporting learners in self-esteem and confidence-building activities
- Helping with transition/reintegration activities for learners moving to/in between schools



- Maintaining professional knowledge base
- Comply with and support Savvy Education’s policies and procedures, including Safeguarding Policies
- Use of ICT to record lesson information and student progress

Expression of Interest Forms are welcome from candidates who have relevant experience working in the field of education or those with those with experience in working with young people with mental health and emotional needs.

**Person Specification and Selection Criteria**

Attributes	Essential	Desirable	Evidence
Qualification	<ul style="list-style-type: none"> <li>• Educated to at least a C level in GCSE English, Maths and Science.</li> <li>• A-level (or equivalent) grades of C or above</li> </ul>	<ul style="list-style-type: none"> <li>• Further education studies or degree in an associated discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Qualifications</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with vulnerable students</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people with SEND and/or Medical needs (e.g. mental health needs)</li> <li>• Experience of working in an educational setting/school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Reference</li> <li>• Interview</li> </ul>
Knowledge, Skills and Attributes	<ul style="list-style-type: none"> <li>• Self-confidence, personal impact and presence</li> <li>• Excellent communication skills, both written and oral</li> <li>• Excellent ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of different strategies to support learner engagement in education</li> <li>• Knowledge of how to engage reluctant learners</li> </ul>	<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Reference</li> <li>• Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Awareness of safeguarding and child protection</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate professionally with young people, parents and professional bodies</li> </ul>	
Professional Development		<ul style="list-style-type: none"> <li>• Relevant knowledge gained through professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Reference</li> <li>• Interview</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Enhanced D.B.S. Certificate</li> <li>• U.K. resident with right to live/work in U.K.</li> </ul>		<ul style="list-style-type: none"> <li>• Expression of Interest Form</li> <li>• Interview</li> </ul>

### **Safeguarding**

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This means that we have the Savvy Education Child Protection and Safeguarding Policy and procedures in place which we refer to in all aspects of our work. All staff/consultants MUST ensure that they are aware of these procedures.

The Safeguarding Contact is Michael Leishman.