



Sheffield Springs Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Description for SEMH Tutor

Job Title: SEMH Tutor

Reporting to: SENDCo

Role Purpose: To provide an innovative and stimulating education for all students at Sheffield Springs Academy, which ensures all are given the opportunity to reach their full potential.

- To develop excellent working relationships with colleagues internally, centrally and externally.
- To be an effective and flexible member of the Team, contributing to the successful adherence to Safeguarding Policy.
- To uphold the Academy policies and procedures at all times.
- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Academy's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the Academy and beyond.
- To represent the Academy at events as appropriate.
- To support and promote the Academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

Role Tasks:

- To be responsible to the SENDCo for:
 - (a) the achievement of the highest possible academic standards in relation to each child's ability;
 - (b) the teaching of English throughout the Academy;
 - (c) the drawing up of schemes of work which are relevant to ability and in harmony with aims of the Academy;
 - (d) assessment, record-keeping and reporting to Parents/ Guardians;
 - (e) the preparation, setting and marking of appropriate homework;
 - (f) the promotion and encouragement of extra-curricular activities;
 - (g) the display of student's work within the department and around the Academy
- To support and encourage the Academy ethos
- To keep abreast of developments in SEMH
- To implement and maintain the Academy's policy on discipline and behaviour
- To assist at Academy functions and other duties that may develop from carrying out the responsibilities of the post including a supervisory role.
- To perform such teaching duties as may be assigned in the Academy timetable.