

Ruskin Mill Trust (the Trust)

Job Description

Position:	Senior Tutor
Field of Practice:	Practical Skills, Therapeutic Education & Transformative Leadership and Management (Field 2, Field 4 & Field 7)
Post Reference No:	RMT10002
Grade:	Indicative 9 : 10
Responsible to:	Deputy Principal - Education
Location:	Argent College, Coleg Plas Dwbl, Freeman College, Glasshouse College, Ruskin Mill College, Clervaux

Job Purpose

The post is key to effective communication between the Senior Management Team and Tutors.

To undertake the quality assurance of the College's day time provision, by carrying out regular and comprehensive sessions observations of all tutors in line with the Trust Quality Assurance processes and protocol.

To be the first line manager for a specific group of tutors (referred to as the Tutor Team).

This post-holder will also spend 50% of their time teaching.

To meet regularly with the team of tutors for the purpose of reviewing and planning their work; relevant information and consultation.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated.

The post holder is to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of our pupils, students and adults.

You will be required to carry out your duties at all College premises, some of which are located a distance from the main College sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on an occasional basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

Evening and weekend working may be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

Main Duties

1. To work closely with the Deputy Principal, Education Provision to quality assure session delivery both within the local provision and as required across the Trust.
2. To work closely with the Tutors to quality assure the use of PSTE in session planning
3. To work closely with the Tutors to develop schemes of work (SOWs) and plan sessions accordingly in order to interconnect the craft activities throughout the provision
4. To ensure that tutors are working closely with Learning Assistants and Support Workers in order to both session plan in accordance to the three stage process as well as embed PSTE within their methodological delivery
5. To work closely with the Deputy Principal - Education Provision to ensure that tutors adhere to a robust level of communication to the relevant areas of the college in order to effectively progress students towards their outcomes
6. To deliver training as required
7. In this role the Senior Tutor will:
 - Meet their team once per week;
 - Keep records of meeting and actions;
 - Facilitate dialogue with team members in order to;
 - Support Tutors in their role;
 - Inform, plan, update, consult and review their work;
 - Share good practice.
8. To carry out the Quality Assurance of the day time provision by:
 - Conducting regular session observations according to the agreed protocol;
 - Recording sessions observations according to the Trust's Quality Assurance guidelines;
 - Grading, recording and following up on any action arising from the session observations;
 - Conducting themed spot-checks for the purposed of Quality Assurance;
 - Providing extra session observations of staff undertaking teacher training;
 - Providing session observation data which feeds into the College Self-Assessment Report.
9. To carry out the role of line manager of all tutors within the designated team. This includes:
 - To be involved in recruiting and interviewing of new staff;
 - To manage the induction and mentoring of new tutors;
 - To meet monthly with new tutors for the purpose of probationary reviews, to record these meetings in the agreed format, to follow up on any agreed

- actions and submit the completed documentation to the Deputy College Principal - Education;
 - To give appropriate support and guidance to individual tutors as required.
 - To ensure that tutors understand their accountability to the policies and good practices within the College;
 - To act on tutor absence issues according to the data provided - this includes absences from work and attendance of statutory and other trainings;
 - To hold Return to Work interviews with tutors following a period of absence and record these in an agreed format;
 - To deal consistently with any performance, grievance, disciplinary or other staffing issues;
 - To update the Deputy College Principal - Education on any concerns arising from line management of their teams;
 - To hold at least one annual professional development and review (PDR) and an interim PDR meeting with each member of their team using the agreed format, record the meeting and follow up on any actions identified;
 - To update the Deputy College Principal - Education of the actions that arise from the Annual PDR process.
10. To meet weekly as a team, and six weekly with the Deputy College Principal - Education to:
- Review and plan the quality assurance of the daytime provision;
 - Update on tutor teams and individual tutor performance issues;
 - Share and promote good practice;
 - Participate in on-going trainings and CPD as required.
11. To meet with the Deputy College Principal - Education for individual supervision once per term to
- Update on any quality assurance issues arising from the teams;
 - Ensure they are fully informed of any significant issues that arise as part of their role;
 - To review their performance.
12. To maintain the overview of the integrity of day time provision by:
- Being aware of how the tutors are developing their work with the students;
 - Being aware of how the tutors develop their work areas and other physical resources;
 - To update the Senior Tutor team, Deputy College Principal - Education about any new developments or concerns arising from tutors' performance or management of resources;
 - To ensure that the Deputy College Principal - Education approves any new developments in order that they are integrated with and understood by the Senior Management Team.
13. To understand and support the complexity and diversity of students
14. To ensure that the legislative requirements for all Teaching areas are met by ensuring that team members take responsibility for the:
- completion educational planning cycle documents;
 - Completion Risk Assessments which are updated annually;
 - Compliance with the good practice regard the Trust's Safeguarding Policy;
 - Compliance with the good practice regarding the Trust's Equality and Diversity Policy;

- Compliance with the Trust's Health and Safety Policy, and Manual Handling Policy and Practice;
 - Compliance with contractual and policy requirements with regards to education, qualifications, training and CPD.
15. Act as an advocate for good practice and ensure that team members are working to the vision, value and method of Ruskin Mill Trust.
 16. To support the College Admissions Team with the running of Open days and also working to ensure that all tutors support and work with the College's the admissions process.
 17. To work in conjunction with the Trust's Central Services ensure that their ongoing collaborative working:

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To deliver training or development opportunities as required.
10. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
11. To be responsible for the care and development for your working area.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.

15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Senior Tutor has line management and supervision responsibility for a specific group of tutors, and may be required to line manage other designated staff.

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Ability to actively support and mentor staff; imparting own knowledge from previous experiences in order to improve the quality of staff performance	✓		AF / I
Excellent planning and reviewing skills in order to analyse existing quality assurance plans and submit new proposals of a clear, coherent nature	✓		AF / I / R
Ability to ensure risk assessments relevant to the daytime educational provision are continually available and up to date	✓		I
Excellent interpersonal skills coupled with proven proficiency in performing in a role demanding frequent interaction with a range of persons	✓		AF / I
Proven ability to develop strong working partnerships in order to build a cohesive relationship with the Deputy Principal - Education	✓		I
Ability to act approachably, ensuring staff are able to seek information and advice at any time	✓		I
Ability to take appropriate corrective action as necessary following inadequate performance in any aspect of session delivery by tutors	✓		I
Ability to demonstrate foresight and vision in order to prepare key points for discussion during team meetings with staff	✓		AF / I
Strong observational abilities and attentive to fine details	✓		AF / I
Ability to cope with competing work demands and emotional conflicts	✓		AF / I / R
Ability to meticulously follow guidelines and structures particularly in order to perform session observation grading in the correct manner	✓		I
Ability to maintain all records in a highly precise manner	✓		AF / I
Personal Qualities			
Willingness to understand anthroposophy	✓		I
Willingness to embrace, articulate and work with the Trust's objectives, vision, and values	✓		AF / I / R
Commitment to promoting and safeguarding the welfare of students, children and vulnerable adults	✓		AF / I
Commitment to the promotion of the Trust's ethos	✓		AF / I
Ability to manage and interact with others in a supportive and participative manner	✓		AF / I
A commitment to ensuring equality of opportunity with the ability to promote diversity in relation to both staff and students	✓		AF / I
Flexibility and adaptability to changing situations	✓		AF / I
Ability to demonstrate empathy, listening skills and tolerance	✓		AF / I
Commitment to Health and Safety good practice at work and within learning environments	✓		AF / I
Commitment to ensuring safe, hygienic, hazard-free working areas	✓		I
Strong sense of responsibility to fully inform the Deputy Principal - Education on any relevant issues arising from the daytime provision	✓		AF / I
Commitment to developing a staff team of acute awareness in respect of their responsibilities to organisational policies and practices	✓		I
Strength of character to present feedback to tutors in respect of session observations conducted fairly, constructively and frankly	✓		I
Other qualities			
Commitment to Continued Professional Development	✓		AF / I
Proactive approach to work	✓		AF / I
Strong commitment to customer service	✓		AF / I
Flexible approach to working additional hours including evenings and weekends whenever necessary	✓		AF / I
Willingness to travel to fulfil duties on an occasional basis	✓		AF / I
Current full UK driving licence and use of own car or willingness to travel by public transport	✓		AF / I

AF = Application Form, I = Interview, T = Test, R = Reference

OT = Occupational Test, CQ = Certificate of Qualification