



The **GALLERY TRUST**



A community of special schools

**Remote Learning Tutor**  
**Candidate Information Pack**  
**March 2023**

## ***Welcome***

Thank you for your interest in becoming a Remote Learning Tutor at Orion Academy. This new position will be a 12-month fixed term contract for external applicants, or 12-month fixed term secondment for internal applicants.

All students who attend Orion Academy have an Education, Health and Care Plan, which describes their special needs and drives their educational provision.

Orion Academy currently offers places to 94 students, and the roll of the school will rise steadily over the next three years to cater for 108 students, aged from 10 to 18 years. Students attend from throughout the county, and transfer from our SEND feeder school, Northern House Academy, and from mainstream primary and secondary schools.

Students are taught through a differentiated and bespoke curriculum designed to enhance their personal and social development and academic achievement. We have a strong intent to ensure our students leave with the personal characteristics to thrive in their communities. Classes are taught in stages, not necessarily age, allowing innovation and creative approaches to teaching and learning. The Academy provides support for our students with social and emotional needs through our Academy Community Learning Team, which consists of youth workers, therapeutic and pastoral workers.

The successful candidate will be able to demonstrate delivery of personalised, inclusive lessons, promoting high standards as a remote leader, a flexible, student centred approach and development of strategies that support young people in overcoming barriers to learning.

Thank you for your interest in Orion Academy. This is an exciting time to join our school and we look forward to receiving your application.

*Harry Paget-Wall Collins*  
*Executive Head Teacher*

*Hannah Shuker*  
*Head of School*

## **Remote Learning Tutor**

**Contract:** Part time, 12-month fixed term  
**Work Pattern:** 20 hours per week, hybrid working pattern  
**Grade:** 10  
**Actual Annual salary:** £15,567 - £16,707 per annum  
**To Start:** As soon as possible

This is an exciting opportunity for individuals who have excellent teaching skills within remote learning teaching approaches. We are looking for that excellent practitioner that can work with our students remotely to ensure high quality teaching and learning is experienced through remote education. You will need to have excellent communication skills and innovative ways of thinking to support the delivery of functional skills and personalised curriculum to our students.

The age ranges will be 10 to 16 years but their working levels will vary depending on their needs. If you are successful you will have the opportunity to shape and support the innovative work that we are developing at Orion Academy to support and meet the needs of our young people.

The role will deliver this through:

- Delivering highly personalised and inclusive lessons remotely using Google Classroom and other technologies.
- Completing assessments that include multimedia evidence of achievements
- Working closely with other professionals and families
- Promoting and establishing high standards and expectations of engagement and learning across the digital cohort (Bespoke Pathways)
- A flexible, innovative and student-centred approach, which supports not only excellent teaching and learning, but also the emotional and mental well-being of the students and their individual needs.
- Developing strategies to support young people in overcoming barriers to learning
- Contributing to the continual journey of school improvement
- A curriculum model based which is designed around our children and young people

This role can be delivered through a hybrid approach; home based (if safeguarded as appropriate) and school-based delivery of remote learning.

### **Benefits of working at Orion Academy, part of The Gallery Trust**

Working at Orion Academy offers many benefits.

#### **Career Progression**

- be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our pupils
- participate in high quality professional development opportunities which are tailored to your needs and to your career aspirations

- develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

#### Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Perkbox membership
- Access to TPS pension linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

#### Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- The opportunity to work in a new, purpose-built school building, which offers an exciting environment in which to teach and learn, located just a short drive from Oxford's ring road
- Free car parking and cycle storage
- On-site catering

In a staff survey undertaken in Jan 2023, 92% of staff reported that they valued the school's culture (0% negative response).

#### Application Process

To apply for this post, please email an application form to [recruitment@orionacademy.co.uk](mailto:recruitment@orionacademy.co.uk). The application form can be downloaded from our website or from The Gallery Trust website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk). If you are unable to download the application form, please email [recruitment@orionacademy.co.uk](mailto:recruitment@orionacademy.co.uk) to request one.

Please get in touch if you would like to visit before applying, you will be most welcome.

Please submit your application form by **12pm 12<sup>th</sup> March 2023** to [recruitment@orionacademy.co.uk](mailto:recruitment@orionacademy.co.uk) or by post to Recruitment Office, Orion Academy, Knights Road, Oxford OX4 6DQ.

#### Interviews will be held on 17th March 2023.

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if

you are employed in a school, must include your current Head Teacher. If you have previously worked in a school, your referees must include your most recent Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

## **JOB DESCRIPTION**

### **Remote Learning Tutor**

#### **Job Purpose:**

To assist and support the Head of School and teaching staff in providing high standards of learning across the curriculum through remote learning means for the students on Bespoke Pathways.

#### **Introduction:**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all duties and responsibilities shown below will be under the reasonable direction of the Executive Head Teacher. The Executive Head Teacher and Head Teacher will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description.

#### **Teaching and learning**

- Ensure all pupils in their care within the remote learning programme receive an exciting, effective and appropriate education as outlined in their Educational Health Care Plan (EHCP) and in accordance with the school's curriculum framework.
- Monitor, evaluate and report on the quality of teaching and learning management standards
- The provision of suitably differentiated work to meet the individual needs of the pupils
- Provide reports for annual EHCP reviews and annual reports
- Produce termly outcome plans for pupils
- The curriculum planning and review cycle is maintained in accordance with the school's planning framework and policy
- On-going assessment of pupils' work and abilities through comprehensive record keeping based on the academy's agreed format
- Maintenance of good discipline in line with the academy's 'Restorative Approaches' policy
- Contribute, wherever appropriate, to the display, presentation and celebration of pupils' work
- Safeguarding and promoting the welfare of all pupils

#### **Wider responsibilities relating to whole academy issues and procedures**

- Work for the positive development of the academy, in line with the 'Raising Achievement Plan'
- Attend staff meetings, curriculum forums or any other relevant meetings within the stipulated 1265 directed hours

- Take a share of supervisory duties as part of the weekly routine as necessary
- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and colleagues, in accordance with the requirements and locally adopted policies: including taking responsibility for raising concerns with a manager

### **Specific responsibilities agreed between the Head of School and the Remote Learning Tutor**

In addition to the duties outlined in the School Teachers Pay and Conditions document currently in operation, or any subsequent legislation, you will be responsible for the following:

#### **Remote Learning Class Teacher Responsibilities**

- Teaching across a range of subject areas in line with the school curriculum.

#### **Staff development and support**

- Taking part in and/or delivering INSET training throughout the academy, as appropriate

#### **Links with parents, Local Authority and the wider community**

- Encourage full parental participation in the work, life and development of the school and make sure they are fully informed of their child's progress. To be available to deal with parental concerns and provide support where possible or refer to other professionals or agencies.
- Work co-operatively with the Governing Body and Trustees
- Liaise and co-ordinate with external agencies and other professionals

#### **Standards and Quality Assurance**

- Provide specialist advice and guidance as required
- Support the aims and ethos of the academy
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Take part in support staff appraisal
- Meet deadlines as required

#### **General Responsibilities**

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by line manager
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the Academy's policies and procedures
- The jobholder is expected to observe their obligations in accordance with the Academy's Safeguarding Policy, and to report any concerns that they may have

regarding a child or young person's welfare to the appropriate person.

- The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority without observing the correct procedure for disclosure as set out in the School's Data Protection Policy

## Selection Criteria Remote Learning Tutor

	<b>Essential</b>	<b>Desirable</b>
Professional Qualifications	<ul style="list-style-type: none"> <li>• Level 5 qualifications or higher</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful teaching or tutor experience</li> <li>• Planning for and teaching pupils</li> <li>• Successful teaching using technology through remote learning e.g. Google Classroom</li> <li>• Planning for and teaching students with a range of achievement levels</li> <li>• Effective involvement in school improvement planning and monitoring</li> <li>• Evidence of strategies developed for target setting and monitoring performance, in order to raise pupil achievement</li> <li>• Experience of interactive teaching methods</li> <li>• Evidence of differentiation of the curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Planning for and teaching pupils with SEN</li> <li>• Understanding of Rosenshine Principles of instruction and how these can influence remote learning</li> </ul>
Professional Knowledge & Skills	<ul style="list-style-type: none"> <li>• Highly effective computer skills</li> <li>• Awareness of current initiatives, issues and legislation</li> <li>• Knowledge and experience of developing a purposeful learning environment and using a range of strategies to promote good behaviour</li> <li>• Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds, with an understanding of how these may affect their learning</li> <li>• Understanding the role of teaching assistants in maximising pupils' learning</li> <li>• Knowledge and experience of applying a framework of curriculum planning which: includes long and short-term plans; requires learning objectives to be identified for classes, group and individuals; enables monitoring, assessment and recording of pupils' progress</li> </ul>	<p>Knowledge of integrating therapeutic interventions (SaLT programmes, Physio programmes)</p>
Personal Skills and Qualities	<ul style="list-style-type: none"> <li>• Strong commitment to raising standards</li> <li>• High expectations of self and others</li> <li>• Ability to establish and maintain positive relationships, including with parents</li> </ul>	

	<ul style="list-style-type: none"><li>• Ability to remain positive and enthusiastic, including when under pressure</li><li>• Ability to work flexibly and adapt according to the situation</li><li>• Highly effective communication skills</li><li>• Effective computing skills</li></ul>	
--	---	--

Please ensure that your application form demonstrates how you meet the above selection criteria.

March 2023

