

The **GALLERY TRUST**



A community of special schools



Orion
Academy

Tutor

Candidate Information Pack

March 2024



Welcome

Thank you for your interest in the position of Tutor at Orion Academy.

Orion Academy currently offers places to 83 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, Orion Academy, and from mainstream primary and secondary schools. All students who attend Orion Academy have an Education, Health and Care Plan, which describes their special needs and drives their educational provision.

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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.

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.

Bex Holmes
Acting Executive Head Teacher

Hannah Shuker
Head of School

Tutor

Grade: 9

Actual Annual Salary: £22,246.47 to £24,159.30

Full Time Equivalent: £32,076 to £34,834

Work Pattern: 30 hours per week, 38 weeks per year (Term time only)

We are seeking a dedicated and experienced Tutor to join our team at Orion Academy. The successful candidate will work within our Special Educational Needs and Mental Health (SEMH) school environment to provide tailored academic support and guidance to students, this will include supporting students towards their General Certificate of Secondary Education (GCSE) examinations.

This role offers an exciting opportunity to make a meaningful difference in the lives of students with SEND needs, supporting them to achieve their academic potential and thrive in their educational journey. If you are passionate about education and have the skills and experience required, we encourage you to apply for this rewarding position.

Teaching and support staff actively inform the developments of the school and collectively we identify the best ways of working through our developing professional learning community.

Our unique features include:

- Curriculum innovation and design for the future is happening now
- Individual learning pathways which teach the way our students learn and moves away from 'one-size fits all' approach
- An ethos of restorative approaches, mutual respect and social responsibility which creates an inclusive and nurturing community.
- A flexible, innovative student centred approach , which supports not only excellent teaching and learning, but also emotional and mental wellbeing of students and individual needs.

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

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 LGPS 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

Application Process

To apply for this post, please email an application form to recruitment@orionacademy.co.uk or by post to the Recruitment Office, Orion Academy, Knights Road, Oxford OX4 6DQ.

Application deadline: 12pm on Monday 22 April 2024

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.

The GALLERY TRUST

A community of special schools

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

Tutor Job Description

Responsible to: Acting Executive Head and Head of School

Introduction

This job description describes in general terms the normal duties which the postholder 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 the duties and responsibilities shown below will be under the reasonable direction of the Associate Headteacher and Head of School. The Associate Headteacher, Head of School, or other Senior Manager if appropriate, 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.

The job description will be reviewed at least annually and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

Job Purpose

To assist and support the leadership in providing high standards of teaching and learning across the curriculum and to promote the school's vision and ethos.

We are seeking a dedicated and experienced Tutor to join our team at Orion Academy. The successful candidate will work within our Special Educational Needs and Mental Health (SEMH) school environment to provide tailored academic support and guidance to students, this will include supporting students towards their General Certificate of Secondary Education (GCSE) examinations.

Responsibilities:

- Deliver personalised tutoring sessions to students in small groups, virtual lessons or on a one-to-one basis, focusing on subjects such as English, Mathematics, Science, and other relevant subjects as required this will be to a GCSE Standard.
- Develop and implement individualised learning plans based on students' academic needs and goals, with particular attention to addressing any barriers to learning associated with social, emotional, and mental health difficulties.
- Utilise a variety of teaching strategies, resources, and assessment methods to engage students and facilitate their understanding and mastery of their curriculum content and key concepts.
- Monitor and track students' progress, regularly assessing their academic attainment and providing constructive feedback to guide their learning and development.
- Collaborate effectively with classroom teachers, support staff, and other professionals to ensure a coordinated approach to supporting students' academic progress and holistic well-being.
- Foster a supportive and inclusive learning environment that promotes positive relationships, resilience, and confidence-building among students.

- Implement behaviour management strategies and techniques to support students in managing their emotions, behaviours, and social interactions during tutoring sessions.
- Maintain accurate records of tutoring sessions, student progress, and assessment outcomes, ensuring compliance with school policies and procedures.
- Participate in staff meetings, training sessions, and professional development activities to enhance skills and knowledge relevant to the role of a Tutor in an SEMH school setting.
- Uphold high standards of professionalism, confidentiality, and safeguarding at all times, prioritising the welfare and best interests of students.
- Work within class settings to support students

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 legislations and local-adopted policies; including taking responsibility for raising any concerns with an inappropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the Head Teacher
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the school's policies and procedures

Selection Criteria Tutor

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in a relevant subject area, or related field. 	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS)
Experience		<ul style="list-style-type: none"> • Proven experience working as a tutor or teacher, ideally within a special educational need (SEN) or SEMH school environment.
Professional Knowledge & Skills	<ul style="list-style-type: none"> • Sound knowledge of the GCSE curriculum and assessment requirements. • Understanding of social, emotional, and mental health difficulties and their impact on learning and behaviour. • Strong interpersonal and communication skills, with the ability to build positive relationships with students, colleagues, and parents/carers. • Effective organisational and time-management abilities, with the capacity to prioritise tasks and meet deadlines. • Commitment to continuous professional development and a proactive approach to enhancing teaching practice and skills. • Enhanced DBS clearance (or willingness to undergo checks) and relevant safeguarding training. 	
Personal Skills and Qualities	<ul style="list-style-type: none"> • Verbal and written communication skills • Ability to plan and schedule • Knowledge relating to the subject area being taught • Ability to motivate students to study • Patience and understanding • Ability to adapt to different learning styles • Ability to supervise students and be a role model 	

Your application should clearly demonstrate how well you meet the above key criteria.



Aims

At Orion Academy we believe our children and young people are unique individuals and as such we have designed our school curriculum with their learning and Social, Emotional and Mental Health needs at the heart of all we do.

Our nurturing approach seeks to extend our work out into the community; actively supporting, listening and engaging with our families and carers to deliver the best possible environment for our children and young people, thus enabling them to learn effectively, become active and responsible citizens who are well prepared for life after school.

We are committed to delivering this through:-

Our **nurturing approach** that will provide an environment to thrive –

- Where every child or young person is treated as an individual in a safe and nurturing environment that understands that all students can achieve but will require differentiated approaches based on their individual needs.
- With a school-wide family ethos demonstrating our values of empathy, acceptance and mutual respect, so each member of the school community feels valued and supported.

Our focus on **personal development** is designed to –

- Enable our children and young people to become more socially aware and of their responsibilities with a focus on trust and choice.
- Ensure we support our children and young people to make better decisions, coach them how to regulate frustrations, and reflect on their experiences through our restorative practices.
- Help our children and young people to make sense of the changing world and of the importance of diversity and equality of opportunity.
- Enable them to make informed choices and develop the confidence to be successful in their adult lives through our embedded personal, social and health education programme.

Our focus on **celebration and recognition of success** is designed to –

- Encourage and celebrate each student's talents, skills and attributes.
- Develop the confidence and self-belief of the individual – a culture of 'I can' or 'I can't... yet' is ingrained across our school.
- Provide opportunities for our children and young people to be successful and support them in both developing and promoting their individual resilience as well as celebrating the achievements of others.

Our **ambitious curriculum** offer that is designed to –

- Create the capacity to learn and enjoy learning by broadening our students' horizons and extending learning beyond the classroom.
- Use real-world examples and first-hand experience; develop curiosity and a desire to challenge their understanding and deepen learning.
- Prepare our children and young people for their future through our broad and balanced curriculum, providing them with knowledge, core literacy and numeracy skills and experiences as well as a range of qualification pathways.
- Embed key learning and understanding through careful and thoughtful revisiting and reinforcing, whilst increasing student independence.

Our **personalised provision** that –

- Is responsive to the needs of each student but is uncompromising in expectation. We will be relentless in our support for our children and young people to achieve beyond their expectations.
- Understands that whilst a student's needs are recognized and met, they are not confined by them; we do not define a future based on a child or young person's past and we are unapologetic in our approach in wanting our students to continue to push the boundaries of their potential.

Our commitment to **working in partnerships with our parents and carers** which demonstrates that –

- We believe our children and young people will achieve their best when families and our school work together in a partnership.
- Effective working relationships are characterized by open and honest communication in order to achieve the best possible outcomes.

Our **specialist and expert workforce** who –

- Are passionate and committed to working in special education and will know each student as an individual, recognising their unique talents, skills and interests.
- Have developed strong and positive relationships with our children and young people in order to support them effectively.
- Have expertise, specialist knowledge and an understanding of a child or young person's needs that embraces the most recent and evidence-based research will result in the best possible outcomes for students
- Are committed to working with therapeutic specialists and external agencies to enhance our provision for our students and their families.
- Support children and young people to recognise and value their own learning journey.

January 2024

