



## **JOB DESCRIPTION**

- Job Title:** Community Engagement Tutor
- Reports to:** Learn Your Way Programme Manager
- Responsible for:** Education Support Assistants as directed
- DBS check required:** Enhanced

### **Job purpose**

A pivotal role in providing tailored education and support to young adults with special educational needs, fostering their independence, and helping them achieve their goals within a supportive and inclusive learning environment.

Responsible for Community Engagement planning and delivery to young learners aged 16-24 with Special Educational Needs who possess an Education and Health Care Plan.

Coordinating and leading a practical day of learning tailored to individual learner interests, which involves community-facing activities. Also, directing and supervising Education Support Assistants (ESAs) who work with small groups of learners on that day.

### **Main duties and responsibilities**

Community engagement coordination:

- Plan, organise, and coordinate practical days of community learning, which can be internal / external , but importantly tailored to each learner's interests
- Engage with learners to identify and select community-facing activities that meet their needs
- Ensure the safety and wellbeing of learners during practical activities
- Evaluate the effectiveness of community learning experiences and make adjustments as necessary

Education Support Assistant (ESA) supervision:

- Direct and guide ESAs in working with small groups of learners during practical days
- Provide support to ESAs to enhance their effectiveness in supporting learners with SEN

[CRCC ROLE PROFILE]

Planning and preparation:

- Two hours per week for community engagement planning
- Keep up-to-date with best practices in SEN education and adapt delivery methods accordingly
- Work alongside colleagues to share resources and strategies for improved delivery and learning outcomes

Administrative tasks:

- Maintain accurate records of learner attendance and progression
- Complete any required paperwork related to EHCPs and other documentation
- Communicate with parents/guardians and external agencies involved in the learners' support networks

Team collaboration:

- Work effectively with other teaching staff and professionals to ensure a holistic approach to learners development
- Be prepared to participate in staff meetings, training sessions, and professional development activities

Working days and hours:

- Community focused day in Truro, 9.00 am to 4.00 pm Wednesdays
- Two dedicated to planning and coordination
- Additional administrative duties as required

*This job description outlines your main tasks and responsibilities but you may be asked to undertake further duties when appropriate*

Signed: .....

Dated: .....

**PERSON SPECIFICATION – COMMUNITY ENGAGEMENT TUTOR**

		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Bachelor's degree in education, special education, or a related field (or equivalent experience)	X	
	Teaching qualification	X	
<b>Experience</b>	Relevant teaching experience	X	
	Coordinating learning activities		X
<b>Role related knowledge</b>	Knowledge and experience in working with learners with Special Educational Needs and EHCPs	X	
<b>Skills, abilities &amp; competencies</b>	Strong organisational and communication skills	X	
	Ability to adapt teaching strategies to accommodate diverse learning needs	X	
	Driver		X
<b>Personal attributes</b>	A passion for helping young learners achieve their full potential	X	