



Mighty Minds CIC

Green Oak Home Education

Job Description Group Tutor

Place of Work: Mighty Minds CIC, Green Oak Home Education, Stanmer House, Stanmer Park, BN1 9QA

Times of Work: TO DISCUSS

Remuneration: TO DISCUSS

Contract: Fixed Term

Interview Date: TBC

Closing Date: When filled

Start Date: TBC

Probationary Period: One term

How to Apply:

Applications for the post should be made on the standard application form, and emailed as a Word document or pdf to: contact@mighty-minds.org

At Green Oak Home Education, we are committed to fostering change through our Waldorf-inspired approach, which emphasizes child-centered learning. By prioritizing the unique interests of each child and allowing them to develop at their own pace, we create a nurturing environment where curiosity thrives and creativity flourishes.

www.mighty-minds.org

Green Oak home Education, Stanmer House, Stanmer Park,
Brighton, East Sussex, BN1 9QA Tel: 01273 950234

Email: contact@mighty-minds.org

Community Interest Company No. 15582372.



Primary Responsibilities

Group Tutors are responsible for holding an allocated Tutor Group which may include students of varying ages and abilities.

Group Tutors will teach the Main Lesson curriculum, with advice and support for both delivery and lesson planning being available via Peer Tutors and the Yellow Book '*The Educational Task and Content of the Steiner Waldorf Curriculum*'.

In addition, Group Tutors will teach subject lessons to both their own and other study groups, depending on individual knowledge, experience and qualifications. The curriculum may also be supported by specialist Tutors in specific subject areas such as languages and crafts.

The core service hours are Tuesday to Thursday 9:45-3:15 inclusive, with the average number of direct tuition hours being no more than 18 hours per week including break and lunchtime cover delivered on a rotational basis.

Additional responsibilities will be required outside of the core hours including preparation, assessment and administration relating to students accessing the provision.

Duties & Expectations

As part of the role, Tutors will be expected to attend out of hours staff and parent meetings as well as to provide pastoral care.

Group Tutors will be expected to teach outside their own Groups, and may be asked to cover for absent colleagues.

All newly appointed Tutors will be allocated a Peer Mentor and will be subjected to continuous assessment throughout the probationary period.

Ongoing appraisal will be undertaken by Mighty Minds CIC, with all Tutors to ensure excellent standards are being maintained and identify areas where additional support or training may be required.

In-Service training days will be offered and Tutors are encouraged to attend conferences and take up training opportunities including those offered by the Local Authority.

During holidays, Tutors will be required to complete reports for all Students in their Tutor Group, contribute to reports being developed for students they teach from other Tutor Groups and undertake planning and preparation for the upcoming term.

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Additional Responsibilities

Group Tutors are expected to maintain healthy relationships with families and to hold a parents' evening at least once a term.

Group Tutors are responsible for arranging events, outings and trips and can seek support from the parent group where this is necessary.

Educational events, outings and trips are strongly supported by Mighty Minds CIC. Where appropriate residential trips may also be offered subject to these being age and curriculum-appropriate, and sufficient resources being available.

All events, outings and trips must be approved by the Mighty Minds CIC Leadership Team and will be subject to satisfactory risk assessments having been undertaken which will also require approval by the Mighty Minds CIC Health & Safety Officer.

Rhythm

In addition to the Main Lesson, students will be offered opportunities to explore a broad range of subject areas including Arts and Crafts, Outdoor Sports and Games, and PSHE.

Tutors will deliver specialist subjects only where they have the appropriate qualifications, knowledge and expertise.

Group tutors will be expected to deliver specialist lessons to all Groups including their own.

Weekly painting lessons will normally be undertaken by the Group Tutor.

Professional Development and Support

New Tutors will be allocated a Peer Mentor who will support their integration into both the Mighty Minds CIC and Green Oak Home Education community.

The Peer Mentor has a pivotal role in supporting new Tutors professionally throughout their first year.

Where required Mighty Minds CIC will provide in-service support and training for Tutors, particularly those in the first year. However Tutors are encouraged to be proactive in terms of accessing and engaging with training to support their own professional development.

Remuneration

TO DISCUSS.

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Mighty Minds CIC is committed to safeguarding and promoting the welfare of all students accessing Green Oak Home Education and expects all Tutors and volunteers to share this commitment.

All Tutors and Volunteers will be appointed subject to a satisfactory enhanced DBS and barred list check.

All Tutors will also be required to undertake Child Protection Training.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from the country of residence, as well as evidence of eligibility to work in the United Kingdom. Candidates who have lived abroad during the last three months, will also be asked to provide criminal records clearance from the country(ies) of residence during that time.

Further information about Green Oak Home Education can be found on our website:

www.mighty-minds.org

Applications should be made on the standard application form, which is downloadable from the website, and emailed as a Word document or pdf to: contact@mighty-minds.org

If for any reason you are not able to email your application, please state why, and send by post.

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