



Lead Tutor/Teacher for our SEND Programmes

Location	Reports to	Responsible for	Hours	Salary
Bore Place, Chiddingstone	Education Manager	Leading team of SEND tutors	25 or 37.5 hours (potential for a job share)	£25,501-£28,050

Background information

Bore Place is home to the Commonwork Trust, a charity set in 500 acres of countryside encompassing an organic dairy farm and vegetable gardens, woodland, residential venue, environmental education centre, and programmes providing opportunities for vulnerable and disadvantaged young people.

We have been running programmes for young people with additional needs for over 25 years. We make use of every aspect of our grounds and farm to tailor programmes that develop essential life and work related skills for young people. One of the Trust's priorities is to expand our offer to enable more young people to reach their full potential.

Position summary

To lead the strategic development of the specialist education programmes at Bore Place for young people with additional needs.

To deliver programmes for young people with additional needs.

To lead, train and work with other specialist tutors to implement and deliver the programmes.

Primary Responsibilities

1. Design and delivery

- Lead the delivery of a variety of programmes including:
 - Running term-time weekly sessions with visiting young and adult groups from SEND schools and organisations.
 - Running one-day visits and residentials for SEND schools and organisations.
 - Running school holiday/Saturday clubs for young people with additional needs
- Engage with clients to give them a choice, a voice and shared responsibility in shaping the programme and its content.
- Design programmes that offer work related learning, build skills and experience by making the most of the Bore Place setting as a vocational learning environment including use of our kitchens, gardens, vegetable, fruit and flower growing and farm.
- Develop and lead the delivery of all aspects of the SEND programme.

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- Lead the needs assessment for each child/young person/group/family before they engage with the programme.
- Develop and deliver training programmes for tutors responsible for delivering the SEND offer.
- Lead safeguarding for our additional needs provision.

2. Housekeeping and Administration

- Keep records of users and work planned and carried out, and report on these quarterly.
- Complete evaluation and outcome monitoring processes.
- Ensure the spaces, equipment and facilities are kept clean and tidy, ready and welcoming in liaison with the housekeeping team.

Person specification

Skills and abilities

- Excellent communication and teaching skills for all ages and abilities.
- Ability to work with and structure differentiated sessions for groups with mixed abilities, supporting individuals' progression.
- Excellent team leadership, teamwork and ability to support team development.
- Ability to employ a wide range of methodologies/adaptations to support learning, mental, emotional and physical disabilities.
- Ability to use a setting to its full potential to develop programmes and activities for those attending.
- Skill and interest in horticultural activities.

Experience

- Qualified, committed, creative and experienced specialist teacher/tutor with at least three years' experience.
- Experience in different communication approaches, such as Sign-A-Long and Communicate in Print.
- Experience of working with young people aged 0-25 years, and their families.
- Experiencing of assessing need and designing and delivering programmes appropriate to need with appropriate progressive outcomes.
- Track record supporting young people to increase their confidence, self-esteem and skills.
- Experience in training teams.
- Experience in meeting safeguarding and health and safety requirements.
- Experience and understanding of education for sustainability.

Knowledge

- Knowledge of the additional needs sector.
- Ability to design, coordinate and deliver programmes of work.
- Understanding of learning and teaching processes.
- Understanding of the head, heart and hands approach to learning.

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- Knowledge of/interest in organic farming, food, arts, nature and the countryside.

Personal attributes and other requirements

- Commitment to the values of the Trust and to supporting young people to reach their full potential.
- Ability and willingness to work in a practical, physical way outdoors in all seasons and weathers.
- Willingness to travel and work some unsociable hours.

Benefits of working at Bore place

- A role within a diverse team working for a charity supporting and educating young people.
- Pension, paid holidays and bank holidays.
- Coaching and support.
- Opportunity to undertake further learning and training.
- A role within a wider organisation with opportunities for learning about the environment, countryside and food through a programme of events for staff.