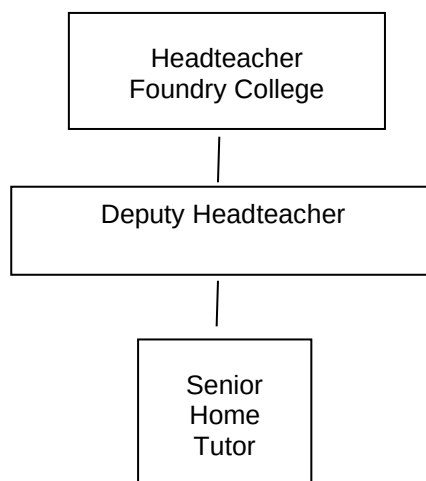


JOB DESCRIPTION

Job Title:	Senior Home Tutor	Job Ref:	FC022(SHT)
Reports To:	Teacher in charge of Behaviour	Location:	Foundry College or Pupils' Homes
Grade:	Main Pay Range	Salary:	TLR2
Employment Status:	Initial 1 Year fixed term	Hours of Work:	
College Vision: Foundry College is committed to: - • Excellence that inspires learning, achievement and enjoyment for all • Supporting all learners to fulfill their potential in a challenging and safe environment • Promoting respect, nurturing the positive and developing skills for life.			
Role Purpose At Foundry College, we provide a vital sanctuary and continuation of learning for young people with complex Social, Emotional, and Mental Health (SEMH) needs who cannot currently attend the physical site. As a Senior Home Tutor, you will play a crucial leadership and instructional role. You will work closely with the Home Tuition Co-ordinator to lead, mentor, and support our team of home tutors, while also acting as an expert home tutor to directly deliver education and cover absences. You will act as a line manager, conduct initial home visits alongside the Co-ordinator to gather critical baseline information, coordinate half-termly provision reviews, liaise on provision changes with the Deputy Headteacher, and maintain a fully coordinated, collaborative dialogue with home schools.			

Organisation Chart



Summary of Main Contacts

- Parents / Carers
- Teachers
- Home School / college staff
- Pupils

Key Responsibilities

- Act as an expert home tutor to deliver flexible, tailored educational programs directly in pupils' homes or alternative settings, stepping in seamlessly to cover tutor absences.
- Conduct initial home visits alongside the Home Tuition Co-ordinator to meet pupils and families, gather key baseline information regarding learning styles, risks, and SEMH needs, and ensure the correct tutors and strategies are matched to each young person.
- Support the coordination of the home tuition team, acting as a direct line manager to mentor, guide, and quality-assure the work of home tutors.
- Coordinate half-termly provision reviews for pupils receiving education at home, ensuring that progress, engagement, and SEMH development are rigorously tracked.
- Discuss potential provision changes and student transitions directly with the Deputy Headteacher, ensuring a cohesive strategy for each young person.
- Maintain a fully coordinated, collaborative approach with home schools, parents, carers, and external agencies (such as CAMHS or social care) to ensure no child falls through the gaps.
- Champion Foundry College's safeguarding policies, ensuring that all home tuition and visit environments meet high standards of safety, welfare, and data protection.

Additional Information

- Foundry College is committed to safeguarding children and promoting the welfare of children and young people / vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment
- This post is subject to an Enhanced DBS check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance/s will need to be sought.
- CVs will not be accepted.

Transport

- You must be able to meet the travel requirements of the post

*As part of the pre-employment checks that are undertaken for this role, you will be asked to complete a Pre-Employment Medical Questionnaire. The questionnaire is confidential, and is screened by our Occupational Health Department, who will ensure that you are medically fit for this role before being formally offered the position.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

E = Essential to carry out role to minimum

D = Desirable but not essential to carry out the role

	Essential	Desirable
Qualifications:		
Qualified Teacher Status (QTS)	√	
Additional specialist qualifications in SEN, SEMH, or therapeutic mentoring (e.g., ELSA).		√
Skills / Abilities:		
Exceptional interpersonal, assessment, administrative, and multi-agency communication skills.	√	
Strong data-tracking and analytical skills to evaluate half-termly provision impact.		√
Experience:		
Proven experience teaching or tutoring vulnerable young people with complex SEMH needs or challenging behaviours.	√	
Experience in leadership, line management, or coordinating educational provisions.		√
Knowledge:		
Comprehensive understanding of trauma-informed practices, alternative provision frameworks, and curriculum delivery outside the classroom.	√	
Familiarity with local authority procedures, EHCP processes, and reintegration strategies.		√
Attributes:		
Empathetic, resilient, highly organized, and able to build instant rapport with hard-to-reach families during home visits.	√	
A full UK driving license and access to a vehicle for regular travel across the borough		√