 **Job Description**

Alternative Provision & EBSNA Tutor

**GRADE: BP4 (prorata)**

**RESPONSIBLE TO: Assistant Principal- Inclusion**

**PATTERN: Full time, Permanent (Term time only)**

**Key Purpose**

To provide a link between home and school when a child has been signed off sick from school or suffering from Emotional Based School Non Attendance (EBSNA). This will include the provision and supervision of educational activities that are being missed by the student whilst not in school. In addition, you will actively support the reintegration of students back to school after a period of absence and liaise with other educational providers who are delivering education to students from Chiltern Hills Academy. You will need to be able to drive, have a full, clean driving license and car.

* Provide focused EBSNA support to help students and families re-engage with school and education.
* Build relationships to enhance students' resilience, self-confidence, and self-esteem.
* Conduct welfare visits to students' homes as needed.
* Collaborate with parents and teaching staff to create personalised teaching/support plans, which may be implemented at home or via Teams.
* Coordinate with teaching staff to determine necessary lessons and ensure delivery of work to students.
* Plan and deliver Teams lessons covering key content and assign self-directed work for students.
* Ensure efficient and effective communication of relevant information to school staff to facilitate support between teachers and students.
* Establish supportive relationships with students and parents, working together to promote student well-being.
* Address signs of disengagement and contribute to interventions that encourage re-engagement with school and family.
* Maintain regular contact with parents of students on your caseload.
* Liaise with Year Leaders, Attendance Officers, Student Progress Keyworkers, the Safeguarding team, and other relevant staff as appropriate.
* Complete DSL training and assist the safeguarding team with the needs of students on your caseload.
* Keep a secure log and track support and interventions for each student on your caseload.
* Contribute to the overall ethos and aims of the school.
* Comply with policies and procedures related to child protection, health and safety, equal opportunities, security, and confidentiality, reporting any concerns to the appropriate person.
* Present a positive personal image, contributing to a welcoming school environment that supports equal opportunities for all.
* Attend and participate in meetings and appraisals as required.
* Engage in training and other learning activities as needed.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities.