



**Malden Oaks**  
School & Tuition service

Making the **MOST** of every day

**Malden Oaks School and Tuition Service**

The Dukes Centre  
Dukes Avenue  
Kingston upon Thames  
KT2 5QY

[www.maldenoaks.org](http://www.maldenoaks.org)

**T:** 020 8289 4664

**E:** [mosadmin@maldenoaks.rbksch.org](mailto:mosadmin@maldenoaks.rbksch.org)

### **Job Description- Tuition Service Teacher (permanent)**

**Location:** Any Malden Oaks site and any location within the boroughs of Kingston and Richmond

**Post title:** Tuition Service Teacher

**Contract:** Permanent

**Grade:** Main Pay Scale (Capped at M6) plus SEN 1

**Hours of duty:** 0.8 - 1.0 FTE Full time

**Accountable to:** Line Manager, Head of School Tuition, Headteacher

#### **A. Curriculum**

1. To plan and deliver activities and learning opportunities that meet the needs of your students.
2. To undertake the recording and monitoring of students' progress.
3. To liaise with other staff further to improve expertise in different areas of the curriculum.

#### **B. Resources**

1. To create a well organised learning environment in the classroom/ learning space.
2. To use a range of technology effectively to support teaching, planning and assessments in the classroom.

#### **C. Staff**

1. To cooperate with other staff to enable them to fulfil curriculum and class responsibilities.
2. To liaise with the Head of School, SENCo, specialist teachers and support staff in order to support students' pastoral and learning needs.

#### **D. Students**

1. To be responsible for the progress of allocated students.
2. To differentiate the curriculum for each student at an appropriate level.
3. To understand the contents of a students' EHCP and support them in working towards relevant outcomes.
4. To be responsible for the pastoral care of allocated students.
5. To take a needs-led approach to students as described in the school's Relationships & Communication policy.
6. To ensure that students work independently, cooperatively and collaboratively.



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7. To encourage students to take an active role in the care and organisation of resources.
8. To maintain accurate records of student progress and attainment in accordance with the school's policies.

#### **E. Parents and Carers**

1. To foster close supportive links between parents and carers and Malden Oaks.
2. To attend review meetings for students as required by the Head of School.
3. To involve parents and carers in the setting and review of students' targets.

#### **F. Other responsibilities**

1. To attend staff meetings as required.
2. To liaise with parents/carers, Management Committee Members and outside agencies when appropriate.
3. To undertake duties on a rota basis if required.
4. To supervise the movement of students with due regard to their safety.
5. To keep up to date with curriculum and pastoral developments and procedures by attending any relevant INSET.
6. To follow all school policies and procedures, including safeguarding and Code of Conduct.
7. To undertake any other duties that may reasonably be required.

All teachers are expected to adhere to the [Teachers' Standards](#).



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**Person Specification- Tuition Service Teacher (permanent)**

	<b>Essential</b>	<b>Desirable</b>
<b>(1)Qualifications</b>	Qualified Teacher Status	
<b>(2) Experience</b>	<ul style="list-style-type: none"> <li>Recent experience of having worked in a primary or secondary school environment</li> <li>Experience of teaching students with Social, Emotional or Mental Health Needs/ social communication difficulties</li> <li>Experience of meeting students' SEN &amp; Medical needs</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching in a creative way, adopting an 'outside-the-box' approach</li> <li>Recent experience of having worked in a mainstream setting</li> <li>Recent experience of having worked in an SEMH or ASC specialist school</li> </ul>
<b>(3) Knowledge &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Secure knowledge and understanding of how to safeguard students</li> <li>Ability to motivate &amp; encourage students, promoting high standard and quality delivery</li> <li>Ability to accurately assess the quality of students' work against national standards</li> <li>Ability to demonstrate knowledge and understanding of SEMH and social-communication difficulties</li> <li>Excellent communication &amp; organisational skills</li> <li>Ability to use ICT to facilitate learning</li> </ul>	<ul style="list-style-type: none"> <li>Ability &amp; willingness to teach a range of subjects at KS2, KS3 and to GCSE Level.</li> <li>An understanding of attachment aware, trauma informed practices</li> </ul>



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<b>(4) Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to inclusion as part of your moral compass</li> <li>• Positive, resilient outlook with a good sense of humour!</li> <li>• Effective team member</li> <li>• Able to create positive and effective relationships with students and their families</li> <li>• Flexibility and ability to respond creatively to changing circumstances at a fast pace</li> <li>• A genuine want to support students to have a positive experience of education</li> <li>• Happy to get stuck in and try new things</li> <li>• An interest in reflecting on your practice so as to develop and strengthen it.</li> </ul>	<ul style="list-style-type: none"> <li>• Established strategies to manage challenging or stressful situations, which are an inevitable part of working with students with SEMH needs.</li> </ul>
<b>(5) Other</b>	Record of excellent attendance, punctuality and conduct.	Hold a full, clean UK driving licence