

# tuté JOB DESCRIPTION

<b>Job title</b>	Assistant Head of Teaching and Learning – Inclusion and SEND
<b>Contract</b>	Permanent, full-time
<b>Start date</b>	01 September 2024
<b>Reporting to</b>	Head of Teaching and Learning
<b>Hours</b>	Monday – Friday 35 Hour per week 08:30 – 16:30
<b>Holidays</b>	30 days, plus 8 bank holidays
<b>Location</b>	Chester Business Park (5 days a month) Work from home the rest of the time
<b>Salary</b>	£48,636 - £57,992
<b>Closing date</b>	22 April 2024

## About Tute

What Tute does is simple: our team of qualified, experienced teachers deliver live online lessons to fill gaps in the education of children and young people. Those gaps have never been wider and Tute's purpose never more fitting.

We support local authorities, schools, and non-mainstream settings to meet their statutory obligations by packaging our lessons into different curriculums that provide flexibility, suit different priorities, and work for varying budgets.

Last year, we successfully delivered nearly 50,000 lessons to over 4,700 students across 253 settings. As we embark on an ambitious journey towards 40% growth this year, our top priority remains maintaining the exceptional quality of our service while keeping the student at the core of everything we do. To achieve this, we are excited to welcome more talented people into our incredible team.

Currently, our team consists of around 140 members, with 52 employed and the rest engaged as contractors (an integral part of our team). To meet the surging demand for our service and to realise our growth objectives, we anticipate expanding our team to approximately 178 members this year, with 70 of those being employed.

It's an exciting time to join Tute. We're an ethical and supportive company committed to our team. We value everyone's voice, foster collaboration, and share a common vision: to create a world where online learning enables any child, anywhere, to achieve their full potential.

Please do read on to see how this role fits into our wider plans and how you could be making a difference to young people's lives.

## Role purpose

Tute's assistant head of teaching and learning - inclusion and SEND (AH) is pivotal in driving the strategic development of an educational environment that champions inclusivity at its core. This role is dedicated to creating a comprehensive framework that ensures all students, including those with special educational needs and disabilities (SEND), are fully supported to achieve their potential. By integrating innovative educational practices and fostering a culture of high-quality, inclusive education, this leader will inspire staff and students to embody Tute's core values, ensuring that every student thrives, and that Tute offers a valuable educational provision for partners seeking exceptional learning outcomes for students with limited access to high-quality education.

In taking forward the foundational ethos already established, the AH's mission will be to architect and refine a holistic framework that embodies our unwavering commitment to inclusivity. This role will spearhead the development of comprehensive policies, procedures, and processes that ensure an educational environment both welcoming and accessible to every student, seamlessly integrating specialised support for SEND within our broader inclusion strategy. It extends to creating and delivering extensive training and monitoring programmes, maintaining a pulse on legislative developments, and embedding inclusive practices deeply into our curriculum and pedagogy, creating a universal design for learning.

As Tute navigates the increasing complexities of its students' needs, the AH plays a pivotal role in addressing these challenges, particularly as the number of student with SEND, SEMH especially, rises. With Tute often serving as the primary educational resource, the importance of sustained engagement is paramount. The AH will lead the establishment of a dedicated team and infrastructure, aiming to provide comprehensive pastoral support that meets the varied behavioural, emotional, psychological, and social needs of our students, ensuring a nurturing environment that fosters learning and growth for every individual.

Working within our passionate, supportive, and collaborative T&L SLT, the AH will identify and achieve key objectives in Tute's business development plan (BDP). Monitoring and assessing the effectiveness of practice will be a crucial focus, utilising quantitative and qualitative data to identify areas for development and enact purposeful change and improvement. As our cohort and the education landscape evolves, the AH will be able to advise others on how best to respond. Although not directly responsible for identifying student SEND needs, the AH will liaise with partners and external agencies to fully support them and their students.

Communication will be a cornerstone of this role: preparing comprehensive reports and providing regular updates to Tute's management team on BDP objectives and initiatives. Cultivating strong relationships with colleagues and engaging stakeholders to ensure a supportive network for students will be essential aspects of the role. It needs to be palpable that our approach prioritises every student.

Joining Tute as AH responsible for inclusion and SEND offers more than just an impactful role; you're stepping into an environment where passion, fun, and inspiration fuse to create extraordinary outcomes. We're a team that values collaboration over blame, nurtures innovation, and genuinely cares about making a difference. Yes, the challenges are real, and the stakes are high, but it's all in the pursuit of something remarkable. We promise not just a job, but a journey filled with support, growth, and the joy of contributing to something truly meaningful. If you want to join good people doing great things, please do apply.

## Key responsibilities

### Strategic leadership and vision

- Develop and drive forward-looking strategies that align with Tute's business development plan, focusing on an inclusive curriculum that champions SEND and broader educational excellence
- Champion initiatives that cultivate an inclusive learning atmosphere, ensuring all students, particularly those with SEND, have equal opportunities to succeed
- Promote a culture that values diversity and equity, making inclusivity a hallmark of our educational approach

### Policy innovation and compliance

- Stay at the forefront of SEND legislation and educational best practices, ensuring Tute not only complies but leads in statutory obligations
- Innovate and update policies on inclusion and SEND, integrating pastoral care to support the holistic well-being of students
- Embed feedback loops and industry insights into policy development, enhancing the support framework for every student
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### Inspirational team leadership

- Mentor and empower the team, promoting excellence in inclusive teaching practices and diverse student support strategies
- Lead the collaborative design of individual education plans (IEPs), ensuring personalised support for students
- Foster a team environment that values collaboration, inclusion, and continuous learning

### Collaborative partnerships for student support

- Strengthen communication and collaboration with educational bodies and local authorities to enhance SEND support
- Build and maintain strategic partnerships with external agencies, enriching Tute's support ecosystem for students
- Coordinate with healthcare professionals to provide integrated and comprehensive support for students
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### Continuous monitoring and advocacy

- Implement and refine monitoring systems to track the effectiveness of SEND provisions, using data to guide enhancements
- Evaluate the impact of educational practices and pastoral care, advocating for continuous improvement and student rights
- Champion the needs of SEND students, ensuring adherence to and advocacy for legal and educational standards
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### Empowering through professional development

- Conduct targeted training sessions that equip staff with cutting-edge strategies and knowledge in SEND education
- Facilitate ongoing professional development opportunities, focusing on inclusivity, diverse learning needs, and pastoral care
- Develop a culture of continuous learning, ensuring staff are skilled in both academic and pastoral support

## Skills, qualifications, and qualities

Criteria	Essential	Desirable
Qualified teacher status	X	
NASENCo/SENDCO NPQ qualification		X
Experience of SENCO responsibilities	X	
At least five years teaching experience	X	
At least 3 years leadership experience	X	
Experience in driving strategic development initiatives within an educational setting	X	
Experience in creating comprehensive frameworks that ensure all students, including those with SEND, are fully supported to achieve their potential	X	
Experience in developing and refining policies related to inclusion and SEND, incorporating pastoral care to support student well-being	X	
Ability to respond positively to pressure, whilst maintaining accessibility and consistency	X	
Proficiency in implementing monitoring systems to track the effectiveness of development initiatives, using data to inform improvement efforts	X	
Experience with pastoral support frameworks that address the behavioural, emotional, psychological, and social needs of students	X	
Proven ability to cultivate strong relationships with parents/guardians of students and engage stakeholders to ensure a supportive network for students	X	
Ability to inspire and motivate staff to embrace inclusive practices and champion the needs of all students	X	
Strong facilitation skills to deliver impactful training sessions that equip staff with essential skills in inclusion and SEND education teaching methods	X	
In-depth knowledge of SEND legislation, policies, and best practices, with a track record of ensuring compliance within an educational context	X	
Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	X	
Motivated to make a difference to the lives of children and young people	X	
Experience of using Teams as a communication and collaboration tool (or a willingness to learn quickly!)	X	
Proficiency in using Microsoft tools such as Excel, Word, Power BI, Power Automate, and Dynamics		X
Experience of being the named Designated Teacher		X
Experience of DSL or DDSL responsibilities		X
Proficient in reading, writing, and speaking Welsh		X

## How to apply

If you like what you've read, think you're a good fit, and would like to join our team, please follow the below steps:

1. **Download Tute's application** form [here](#)
2. **Complete it** paying particular attention to the personal statement – this is where we really learn about you and your desire to apply your skills and experience to this role at Tute
3. **Record a video** of yourself answering the following questions:
  - a. What expertise and qualities will you bring to Tute in this role?
  - b. How have you contributed to making provision inclusive, including to those with SEND?
  - c. Why are you interested in becoming a member of the Tute team?

Please limit videos to three minutes

4. **Send application form and video\*** to [carol.skitt@tute.com](mailto:carol.skitt@tute.com) by 12:00, 22 April 2024  
(\*We know sharing videos via email can sometimes be fiddly, let us know if you want to share another way, e.g. WhatsApp, link to the cloud)

**Please note: we do not accept CVs**

Tute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and contractors to share this commitment.

Working with Tute is exempt from the Rehabilitation of Offenders Act 1974 and therefore subject to possession of an enhanced certificate of disclosure issued by the Disclosure and Barring Service (DBS) and barred list check.

Tute adheres to the statutory safer recruitment procedures issued by the DfE. Tute promotes policies of equality opportunity for both staff and students.

Tute creates equality in education by bringing the best teaching and learning to all children and young people. It is our expectation that everyone in our team supports our policy to treat all students, staff, and commissioning bodies fairly and equally.