



JOB DESCRIPTION

Job Title: Tutor of Personal Development

Location: West Midlands Region

Reports to: Director of Service

Contract: Full-Time, Term Time, Permanent Contract

Salary: Competitive, dependent on experience

Job Summary:

We are seeking a passionate and dedicated Tutor of Personal Development to join our team at Leading Futures, a Key Stage 4 Alternative Provision that supports learners with Special Educational Needs and Disabilities (SEND). Our dedicated support of learners is achieved through innovative and tailored teaching approaches. The Tutor of Personal Development will be responsible for delivering high-quality KS4 personal development education to learners with SEND, ensuring that lessons are accessible, engaging, and aligned with individual learning needs. We aim to empower learners by fostering confidence and achievement in personal development, ensuring they reach their full potential in an inclusive learning environment.

Key Responsibilities

- Plan and deliver adaptive personal development lessons tailored to the needs of KS4 learners with SEND.
- Assess learner progress and adapt teaching strategies accordingly.
- Foster a positive, inclusive, and safe learning environment that supports learner engagement.
- Work collaboratively with SEND specialists, support staff, and families to ensure appropriate interventions.
- Implement effective classroom management strategies to support learner engagement and participation.

- Maintain accurate records of learner progress, attainment, and learning objectives.
- Contribute to the development of SEND strategies and uphold best practices in inclusive education.

Key Skills and Knowledge

- Strong understanding of the KS4 personal development/ PSHE curriculum and effective teaching strategies.
- Experience in adapting lessons for learners with SEND, ensuring accessibility and engagement.
- Proficiency in using assessment techniques to measure learner progress and inform planning
- Knowledge of inclusive teaching practices and strategies to increase engagement.

Classroom Management

- Establish clear expectations for engagement and learning.
- Implement a structured approach to support learners with diverse needs.
- Implement individualised support strategies in collaboration with SENDCo
- Create a safe and supportive environment, promoting learner well-being and resilience.

Safeguarding

- Ensure the safety and welfare of learners by adhering to the provision's safeguarding policies and procedures.
- Report safeguarding concerns by contacting Leading Futures Designated Safeguarding Lead through the reporting channels

Pastoral Care

- Build positive relationships with learners, encouraging them to develop their confidence, self-esteem, and social skills.

- Act as the first point of contact for learners who need emotional or practical support within your form group
- Support learners during transitions, such as reintegration into mainstream education or into specialist settings.

Experience

- Proven experience teaching KS4 personal development, preferably within an alternative provision or SEND setting
- Specialist knowledge in SEND and experience adapting teaching methods accordingly.
- Extensive experience in pastoral care, particularly in supporting SEND learners within an educational setting

Knowledge and Understanding

- Excellent understanding of SEND, including the barriers to learning faced by learners with additional needs.
- A clear understanding of how to support learners' emotional wellbeing and social development

Skills

- Exceptional communication skills, both verbal and written, with the ability to engage effectively with learners, families, and external agencies.
- Strong organisational and time management skills, with the ability to manage multiple priorities and responsibilities.
- Ability to work independently and as part of a team, demonstrating initiative and proactive problem-solving.
- Empathy, patience, and resilience in supporting learners and families in challenging situations.
- Passionate about inclusive education and the rights of children and young people with SEND.

Qualifications

- GCSE qualification in Maths and English Language Grade 4 or above (or equivalent).
- A Level 3 or above qualification related to teaching, or a willingness to work towards such qualifications.
- Proven experience teaching KS4 personal development, preferably within an alternative provision or SEND setting.
- A commitment to ongoing professional development in inclusive education.

This job description is intended to provide a general overview of the responsibilities and qualifications associated with the role of Tutor of Personal Development. Actual duties may vary based on the specific needs of the organisation.

Leading Futures Education Services is an equal-opportunity employer and encourages applications from all qualified individuals.

Application Process:

Interested candidates should submit their application form, including a supporting statement of one A4 page which outlines their relevant experience of supporting learners with SEND.

Send your completed application form to e.rennie@leadingfutures.uk by 12 noon on Wednesday 4th June 2025.

We will contact candidates whose applications have been successful and who are selected for an interview. If you have not been contacted within one week of the application deadline, please consider your application unsuccessful for this occasion. We are unable to provide individual feedback on applications.

Leading Futures is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including enhanced DBS checks.