

## **Creative & Vocational Tutor (1 FTE).**

Big Creative Academy (BCA) is a post-16 free school specialising in the creative industries. We believe that teaching skills employers want and empowering young people to think reflectively enables positive outcomes for students and our wider community. Big Creative Academy is committed to wellbeing and excellent teaching. Our mission is to improve the lives of young people through high quality training and creative industry experiences. We have 350 learners studying vocational programmes progressing to higher education and employment.

### **What we are looking for:**

We are looking for an enthusiastic and lively person with experience in

- providing one to one vocational classroom support for learners with EHCPs, SEND and low level behavioral problems identified on the at risk list.
- providing additional pastoral support to students and deliver one to one tutorials to ensure student achievement for at risk students is the same as other cohorts.

Experience of working with 16-19 years olds is essential.

For full details of the role, please see the job description and person specification. **If you wish to apply, please complete the application form and email it to [bca-hr@bigcreative.education](mailto:bca-hr@bigcreative.education). The application closes on 6<sup>th</sup> of November 2020**

To find out more about Big Creative Academy and our approach to education please see our website: [www.bigcreative.education](http://www.bigcreative.education)

Job application forms are available at: <http://www.bigcreative.education/jobs/>

Big Creative Academy is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. Subject to timetables we are open to flexible working.



BIG CREATIVE  
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ACADEMY



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## JOB DESCRIPTION & PERSON SPECIFICATION

**Post Title: Creative & Vocational Tutor**

**Full/part time:** Full time

**Salary:** 24-30k dependent on experience

**Reporting to:** Designated Safeguarding Leads and SENDCo

**Purpose of the role:** To provide one to one classroom support for learners with educational healthcare plans (EHCP).

### Job Description

#### Principal Accountabilities:

- To lead on the Nurture project developing pastoral care and the academies disciplinary process
- Provide vocational teaching cover across the academy
- To provide one to one vocational classroom support for learners with EHCPs, SEND and low level behavioral problems identified on the at risk list.
- Provide additional pastoral support to students and deliver one to one tutorials where additional support is needed to ensure student achievement for at risk students is the same as other cohorts.
- Support tutors with first warnings and the tracking of at risk students and their targets.

#### Key Tasks:

- Support the learning of students who have EHCPs either on a one to one basis or in small groups.
- To work with students with a range of needs such as emotional/behavioral, physical needs, sensory impairments, speech and language needs, medical conditions or a combination of these.
- Use specialist (curricular/learning) skills/training/experience in delivering a creative education on vocational courses to support learners.
- To identify a cohort of students who would benefit from involvement the Nurture project and embed the project into the academies pastoral and disciplinary programme
- Assist with the development and implementation of individual education plans (IEP).
- Establish productive working relationships with learners, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all learners within the classroom
- Support students consistently whilst recognising and responding to their individual needs. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to learners in relation to progress and achievement.
- Provide support in the transition from secondary to further education and alternative

provision.

- Provide extra - curricular activities to support students with their vocational studies
- Work with the tutors to establish an appropriate learning environment for creative students.
- Work with the teacher in evaluating and adjusting lessons/work plans as appropriate.
- Be responsible for keeping and updating records as agreed with the SENCO/Line Manager, contributing to reviews of systems/records as requested.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the line manager
- Provide support for exams including invigilation, being a reader and scribe for exams
- To operate at all times in line with the Academy's values and policies.

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/Competencies	5 GCSE Grade A*-C in maths and English or equivalent.	NVQ 3 for Teaching Assistants or equivalent qualification or willingness to work towards.
Relevant Experience	<p>Experience of teaching and assessing vocational creative subjects with the 16-19 age group</p> <p>Experience of the pastoral care of students, monitoring their achievements and attendance</p>	<p>Knowledge of vocational courses such as Btec/UAL and the delivery and assessment methods.</p> <p>Experience of facilitating creative workshops, creative programs and working with young people at risk of becoming NEET</p>
Knowledge	<p>A well-developed understanding of the particular needs of the 16-19 age group both in full-time education and employment and of the professional challenges by inner city students many of whom come from deprived backgrounds</p> <p>An understanding of and commitment to safeguarding young people and vulnerable adults.</p> <ul style="list-style-type: none"> <li>• motivation to work with children/young people/vulnerable adults</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults</li> <li>• emotional resilience in working with challenging behaviours</li> </ul>	

	<ul style="list-style-type: none"> <li>attitudes to use of authority and maintaining discipline</li> </ul>	
Skills/Ability	<p>Good literacy and numeracy skills</p> <p>Good ICT skills to support learning</p> <p>Ability to provide learning and tutorial support for students</p> <p>Ability to work as part of a team and on own initiative</p> <p>Able to deliver lesson content and work with a range of students in a classroom setting</p>	
Personal Skills	<p>Demonstrate enthusiasm</p> <p>Aptitude for hard work, the ability to take initiatives, a flexible approach and an ability to implement change</p>	

## ABOUT US

### Big Creative Academy

Big Creative Academy (BCA) is a post-16 free school specialising in the creative industries. We believe that teaching skills employers want and empowering young people to think reflectively enables positive outcomes for students and our wider community. Big Creative Academy is committed to wellbeing and excellent teaching. We have recently had an Ofsted inspection and were judged Grade 2 'Good', with inspectors recognising that the Academy makes a significant difference to the outcomes for young people. We have high expectations of our staff and students and want to be recognised as one of the leading providers of vocational programmes in the creative arts. We are already a DfE best practice school for LGBT+.

Big Creative Academy opened in September 2014 and have 300 students, aged 16-19, primarily studying Level 3 vocational qualifications. Our students are diverse and challenging and ultimately extremely rewarding to work with. Our study programmes specialise in music, fashion, media, gaming, events, performing arts as well as GCSE Maths and English.

The Academy is lively! We are well connected with industry and all of our teaching staff have industry experience. We also have industry ambassadors from companies such as MTV, ITN, Barcroft Media and Island Records and experts are kind enough to provide masterclasses for students. Our focus on skills, wellbeing and networks gives our students the edge in a competitive marketplace.

### The Team

Sacha Corcoran MBE is Principal of the Academy, an inspiring self-made woman involved in education for over 20 years. She has brought together a small outstanding team who are committed to the vision and ethos of the Academy. There are three senior managers, 17 teaching staff and fifteen in business support. Our team are high achievers and have interesting and diverse backgrounds. Many have their own creative careers as musicians, actors, producers and fashion designers and all have a passion for creativity.

### Some of the benefits of working at Big Creative Academy

Big Creative Academy has a Wellbeing Manifesto promoting positive relationships, resilience and reflection which extends to staff as well as students. We want our team to be productive and happy. The Academy provides the following benefits:

- Discretionary half days on Fridays
- A staff wellbeing day
- Admin days built into the academic year
- An individual CPD plan to bring out your brilliance
- Teaching, learning and assessment groups to share best practice and try new teaching techniques
- Opportunities to learn from your creative colleagues, for example, learning how to DJ, sew, improve your photoshop skills
- An employee assistance line for people to talk through difficulties confidentially, with solutions often offered to partners
- Full pension benefits in either the Teachers' Pension Scheme or Local Government Pension Scheme.