



Creative Inclusion
LEARNING STUDIO

Learning and Skills English Tutor CI00012025 Candidate Pack

**Careers that make a
positive, lasting difference.**

Our Vision and Values

To build a world where every young person feels safe to learn, empowered to express themselves, confident to shape their own future, and thrive.

The guiding values behind Creative Inclusion: **Kind Hearts & Curious Minds**

HEART

Honouring Neurodiversity
Empathy and Emotional Safety
Agency and Autonomy
Respect and Relationships
Thoughtfulness and Time

MIND

Meaningful Connections
Inclusion in every Sense
Nurturing Environments
Dignity and Discovery

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Job Details

Salary Range: £34,314 - £37,035

Work Location: Creative Inclusion Learning Studio, Outreach, (Hybrid working)

Hours per week: 37

Contract Type: Permanent

Contact Details for an Informal Chat about the Role: Joanne Vance, Head of Provision on jvance@creative-incluision.org or 0191 716 1053

Your role and team

We are looking for an outstanding practitioner, a committed member of staff with the ability to deliver our English provision at Creative Inclusion Learning Studio and outreach work within communities.

Creative Inclusion Learning Studio is a non-school alternative provision offering in person academic and therapeutic services for young people who are unable to access a mainstream setting and for whom a specialist setting is not appropriate. The aim of this service is to provide a supportive environment where all can excel and to enable reintegration back into appropriate full-time education.

The service is commissioned by education providers; Local Authority SEND teams and Virtual Schools. It encompasses a dedicated team of tutors, coaches, Intervention and Wellbeing Mentors, and a Registered Nurse for Mental Health, all of whom provide a tailored service to meet the needs of the individual. Schools and other agencies can buy in time for English, maths, science, PSHE and other more bespoke packages for learners across Key Stages 2, 3, 4, and 5.

Our staff work as a team to secure the best possible outcomes for our learners. We work collaboratively with referring agencies to ensure that barriers preventing positive engagement with education are removed and learners can engage and participate successfully in all activities. Every new team member is supported by a comprehensive induction process, and this includes colleagues who will support you as you settle into your new role.



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About you – Person Specification

It is essential that you have the following:

Professional Registration

- Qualified Teacher Status.

Essential Qualification

- Honours Degree

Essential Knowledge, Experience, Skills and Behaviours

- Successful experience of delivering high quality education and skills provision, pre- and post-16, within a relevant setting or across relevant provision achieving the best possible outcomes for all learners.
- Thorough knowledge of the curriculum and assessment, including subjects and cross-curricular aspects.
- Successful experience of working with vulnerable learners including those with SEND and ill mental wellbeing and an understanding of their development.
- Successful experience of working collaboratively and across teams/agencies to support positive outcomes for learners.
- Good knowledge of prevailing education, social care and health policy, practice, legislation and funding.
- The ability to articulate and share a vision of learning to others.
- The use of a range of evidence, including performance data, to support, monitor, evaluate and improve performance in a subject.
- Evidence of strategies, and a commitment for ensuring inclusion, diversity, and access within the subject and across all services.
- Commitment to learners' success and progression.
- Strong organisational skills and the ability to manage a varied workload.
- Strong interpersonal skills, professional resilience and positive attitude.
- Experience of a successful ability to lead and motivate others.
- Excellent written and verbal communication skills.



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- Good digital and ICT skills, confident in the use of learning technologies.
- Commitment to continual professional development, both for self and others.
- Professional development relevant to safeguarding, Prevent and British values.

Desirable qualifications, knowledge, experience, skills, and behaviours

- Qualified Teacher Status (Level 7).
- Master's Degree in relevant subject area.
- Learner and Learning Support qualification, e.g. SENCO.
- Experience of working in a setting with complex and vulnerable learners.
- Assessment and verification qualification.

Your responsibilities – Job Description

In this role you will be responsible for:

- The planning and delivery of the English programme.
- Contribution to the enrichment programme.
- Documenting progress and providing reports on each learner.
- Take an active and proactive role across the provision modelling expected behaviours for all staff.
- Develop, implement, and evaluate systems, policies, and procedures.
- To be accountable for all aspects of learner progress and attainment levels within their key stage.
- To work closely with management to ensure that strategies are in place to maximise levels of achievement.
- To actively promote Creative Inclusion and liaise with external agencies as necessary.
- To maintain a presence around the Learning Studio to ensure that the highest levels of behaviour are upheld.
- To communicate and liaise with staff, learners, parents, the Advisory Board, and members of the local community as appropriate.
- To maintain a teaching timetable, modelling outstanding practice in terms of lesson teaching, preparation, marking and assessment.
- To demonstrate a commitment to Equality of Opportunity and Equity for all members of Creative Inclusion's community.
- To design an engaging and challenging Maths curriculum that enables every learner to enjoy the subject and achieve at the highest level, supported by detailed schemes of work which ensure consistency and coherence.



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- To teach and model the delivery of outstanding lessons that motivate and inspire learners, equipping them with the knowledge and skills needed to achieve at the highest levels
 - To review and develop the curriculum, involving subject staff and learners
 - To keep up to date with national developments in the subject area at each key stage and teaching practice and pedagogy
 - To work with management to set, oversee and evaluate regular, relevant and diagnostic assessments for learners ensuring that they are carried out consistently by all subject staff and standardised/moderated thoroughly
 - To work with management to ensure that all learner data is understood, interpreted and utilised by all subject staff to modify planning and personalise support.
 - To ensure that a range of enrichment and extension activities are offered which enhance the learners' numeracy skills, confidence and love of the subject
 - To ensure that statutory requirements are met
 - To ensure that all subject staff are marking, always assessing and providing feedback in line with best practice and Creative Inclusion policy.
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- To monitor the effectiveness of teaching and learning within the subject area, through shared lesson observations, work scrutiny and other data collection methods.
 - To intervene positively where a colleague's quality of teaching needs improvement to ensure that all learning is Good or Outstanding within the subject.
 - To work with the management to regularly review the attainment and progress of all learners, groups and subgroups with subject staff, and collaboratively plan, implement and oversee support and interventions with the Intervention and Wellbeing Mentors.
 - To work with the management to produce reports as required on learner attainment and progress.
 - To ensure that all policies are implemented consistently by all staff.
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- To work alongside the management to work supportively and collaboratively with colleagues to formulate aims, objectives and strategic plans for the team which support and complement those of the whole provision.
 - To support the development and training of subject staff, working with management to ensure that CPD needs are met.
 - To participate in the recruitment process for members of the subject team.
 - To ensure effective induction of new staff in line with Creative Inclusion's procedures and Induction processes.



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- To promote teamwork and to motivate staff to ensure effective relations.
- To be responsible for the deployment of staff and the day-to-day management of subject colleagues, acting as a positive role model and leader.
- To sensitively support and challenge team members, including in circumstances when they are underperforming.
- To work alongside management to organise effective team meetings with relevant agendas centred on teaching and learning and raising attainment.
- To effectively manage physical resources, stock and learning accommodation to maximise attainment levels and maintain an environment conducive to safety and learning.
- To ensure that risk assessments and health and safety checks are carried out in line with Creative Inclusion's policy.
- To take a proactive role fulfilling all pastoral duties required.
- To contribute to the delivery of high-quality Personal Development materials and lessons.
- Undertake any other professional duties as can be reasonably directed by the Head of Provision

Working Conditions

- The role is based at Creative Inclusion Learning Studio in Sunderland. You may also be required to work from other settings to support the delivery of education across the wider service.
- Display screen equipment user - you will be issued with a laptop and access to further remote working equipment as required.
- Potential transportation of learners.
- You may be required to visit other locations within Sunderland and other local authority, and therefore need to have the ability to travel, as necessary.

Working in Creative Inclusion Learning Studio

To find out more information please visit: <https://www.creative-inclusion.org>



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Contact us

Thank you for your interest in this role. We hope this pack gives you all the information you need to support you with your application, for an informal chat about the role, if you have any questions at all, or if you require any adjustments to the application process to be able to apply, we are here to help. If you'd prefer us to give you a call, just let us know and provide the best phone number and time to contact you.

Contact JVance@creative-inclusion.org or **0191 716 1053**.

How to complete the application form

For application form writing tips and advice, take a look at the National Careers Service website: [Application forms | National Careers Service](#).

Good luck! We wish you every success with your application and we look forward to receiving it!