



The Warriner Multi Academy Trust



Alternative Provision Teacher – Primary Job Description

- Post Title:** Alternative Provision Teacher (Qualified Teacher) – Specialist 1:1 / Flexible Provision
Location: School site and a range of off-site settings (e.g. home and community locations, as required)
Salary: Teachers' Pay Scale (MPS/UPS, dependent on experience)
Contract: 1 Year Fixed Term (yearly extensions to contract dependent on continued EHCP related funding)
Line Manager: Headteacher / SENDCo

Purpose of the Role

The Personal Tutor is the primary teacher for an individual pupil (or small number of pupils), delivering a bespoke mainstream-aligned curriculum through flexible, personalised provision across a range of settings. The role combines high-quality teaching, curriculum adaptation and specialist SEND practice with a strong relational approach that prioritises emotional regulation, inclusion and wellbeing as the foundation for learning.

This is not a home-only tutoring role. The post holder will work flexibly across school, home and community environments, enabling the pupil to access education, belonging and progress in a way that meets their individual needs.

Key Responsibilities

1. Educational Delivery

- Plan, deliver and assess an adapted National Curriculum (or appropriate curriculum pathway) aligned with the school's mainstream offer.
- Design and deliver highly individualised learning using approaches such as:
 - Interest-led pedagogy
 - Experiential and place-based learning
 - Flexible pacing, outcomes and assessment
- Ensure learning is meaningful, ambitious and progressive, leading to sustained academic development over time.

2. Assessment & Progress Monitoring

- Regularly assess, evaluate and reflect on pupil progress, adapting teaching in response to need.
- Track attainment, engagement and progress using agreed school systems and models (e.g. Engagement Model where appropriate).
- Maintain accurate records, contribute to reports, and support review meetings (including EHCP processes).

3. Relational, Emotional & Regulatory Support

- Build and sustain a secure, trusting and professional relationship with the pupil over time.
- Act as the pupil's key adult, supporting emotional regulation, transitions and readiness to learn.
- Use trauma-informed, autism-affirming and neurodiversity-responsive practice at all times.
- Recognise early signs of distress and adapt expectations and provision immediately.

4. Learning Environment & Inclusion

- Create safe, supportive and stimulating learning environments across different settings.
- Support the pupil to gradually increase access to:
 - The school site (where appropriate)
 - Wider school activities (e.g. clubs, trips)
 - Community-based learning opportunities
- Promote independence, confidence, identity and a strong sense of belonging.

5. Multi-Agency & Family Working

- Work in close partnership with parents/carers to ensure consistency and trust.
- Liaise and collaborate with other professionals (e.g. SENDCo, therapists, outreach services) to support holistic outcomes.
- Attend and contribute to reviews, supervision, training and planning meetings as required.

6. Safeguarding, Health & Safety

- Uphold the highest standards of safeguarding and child protection across on-site and off-site provision.
- Conduct and implement risk assessments for off-site learning activities.
- Maintain professional boundaries, confidentiality and compliance with all school and Trust policies.
- Take responsibility for personal health, safety and welfare, and that of pupils, colleagues and visitors.

7. Professional Responsibilities

- Engage in ongoing professional development, particularly relating to SEND, autism, trauma-informed practice and inclusive pedagogy.
- Work within the ethos, aims and values of the school and Trust.
- Demonstrate high levels of professional judgement, autonomy, reflection and accountability.

Date:

Signed:.....(Teacher)

Signed:..... (Headteacher / Head of School)

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).